



**SPECIAL MEETING OF
BELMONT CITY COUNCIL
TUESDAY, SEPTEMBER 9, 2014, 6:30 P.M.
ONE TWIN PINES LANE, BELMONT, CA**

AGENDA

NOTICE IS HEREBY GIVEN of a Special Meeting called by Mayor Lieberman pursuant to Government Code Section 54956 for the following items:

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Third Floor Conference Room

1. ROLL CALL

2. PUBLIC COMMENTS

This is the public's opportunity to address the City Council on the item that will be considered in the Closed Session.

3. ADJOURN TO CLOSED SESSION TO CONSIDER:

- A. Conference With Legal Counsel – Existing Litigation per Government Code Section 54956.9(d)(1) – Two cases: Vinarskiy v. City of Belmont, San Mateo County Superior Court No. CIV 527021, and Baka v. City of Belmont, San Mateo Superior Court No. CIV 523248.

ADJOURN TO REGULAR MEETING

**BELMONT CITY COUNCIL
and
BELMONT FIRE PROTECTION DISTRICT BOARD**

Belmont City Hall
One Twin Pines Lane, Belmont, CA



AGENDA
Tuesday, September 09, 2014

7:30 P.M. REGULAR MEETING
(City Council Chambers)

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLOSED SESSION

4. SPECIAL PRESENTATIONS

- A. Presentation of K-9 Ballistic Vest by Police and Working K-9 Foundation
- B. Proclamation Honoring Mike Gaffney

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give to the City Clerk. The reading of the full text of ordinances and resolutions will be waived unless a Councilmember requests otherwise.

6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

7. AGENDA AMENDMENTS (if any)

8. CONSENT CALENDAR

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board, staff or public request specific items to be removed for separate action.

- A. Minutes of Regular City Council Meeting of August 26, 2014 and Regular Belmont Fire Protection District Meeting of August 26, 2014

- B. Resolution of the Belmont Fire Protection District Authorizing a Purchase Order to L.N. Curtis & Sons in an Amount not to exceed \$5,640.75 for Firefighter EMS Jackets
- C. Resolution of the City Council accepting donation of a K-9 ballistic vest from the Police and Working K-9 Foundation valued at \$1,300.00
- D. Resolution of the City Council Authorizing an Additional \$5,000 for the Construction of the Trail Bridge at Waterdog Lake
- E. Resolution of the City Council Authorizing the City Manager to execute a Purchase Order with Dell Inc., for the procurement of Desktop and Laptop Computers for the Amount not to Exceed \$33,689
- F. Resolution of the City Council Authorizing Rates for Service Agreements with the Metropolitan Planning Group for Planning Services Related to Development Projects
- G. Resolutions (2) of the City Council Approving: 1) Final Subdivision Map and Maintenance Agreement for Condominiums at 2177 for Carlmont Drive, and 2) Summary Vacation of a Public Utility Easement

ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS (None)

10. OTHER BUSINESS

- A. Barrett Community Center Ad Hoc Committee's Report to City Council

ACTION:

- 1) Motion to Accept Report**
- 2) Take other action**

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

- A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
- B. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)

For comments longer than 3 minutes or comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

14. ADJOURNMENT



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Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City's website at www.belmont.gov

Minutes of Regular Meeting of August 26, 2014
One Twin Pines Lane

CALL TO ORDER 7:03 p.m.

ROLL CALL

Council Present: Wright, Stone, Reed, Braunstein Lieberman

Council Absent: None

PLEDGE OF ALLEGIANCE

Led by the Belmont Blast Girls Softball Team.

SPECIAL PRESENTATIONS

Recognition of the Belmont Blast U16 Girls Softball Team's accomplishment at the Western National Championships

Mike Shipley, Belmont Blast, provided information regarding the events which led to the team winning third in the western nationals.

Proclamation Honoring Police Corporal Bill McGuigan Upon His Retirement

Mayor Lieberman read the proclamation.

Police Chief DeSmidt stated that Corporal McGuigan was instrumental at the initiation of the DARE (Drug Abuse Resistance Education) program. He highlighted Corporal McGuigan's involvement in the CISM (Critical Incident Stress Management) program.

Lenore Griffin, Belmont resident, thanked Corporal McGuigan for his efforts over the years on behalf of her family.

Joe McGuigan stated that his father has been an inspiration to him.

Corporal McGuigan stated that it was an honor to work for Belmont.

RECESS 7:30 P.M.

RECONVENE: 7:45 P.M.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Will Holsinger, San Mateo County Harbor District, reported that the District is in good financial condition.

Charles Miriam, Belmont resident, spoke regarding the proposed wireless facility on Notre Dame Avenue and requested that a public hearing be held on this matter. He pointed out that the matter will be heard by the Planning Commission and is likely to be appealed to the City Council.

Perry Kennan, Belmont resident, requested that the condition of Belmont's roads be placed on a future city council agenda. He pointed out that there has been no substantive discussion on this matter.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

Councilmember Stone congratulated the Cipriani Librarian for earning the Judy Muma Award for Excellence. He recognized the work of Belmont teen Julia Tognotti for her efforts in collecting clothing and other items for the illegal immigrant children to meet their needs.

Councilmember Wright stated that she attended the grand opening of Fire station 24 in San Mateo.

Mayor Lieberman pointed out that school is now open and he encouraged everyone to drive carefully. He announced upcoming events such as the blood drive, Movie in the Park, and NDNU's art show at the Manor Building. He thanked everyone for their patience with his recent extensive travel which caused him to miss meetings. He commented regarding the shared fire services. He announced that he will be a signatory on a rebuttal argument for the elementary school district's upcoming bond measure on the November ballot.

QUESTIONS AND CLARIFICATION REGARDING ITEMS ON CONSENT CALENDAR

Councilmember Reed stated that he had questions regarding some of the items on the agenda.

Perry Kennan, Belmont resident, spoke regarding the City Council minutes of July 22, 2014. He requested consideration for more details to be included in the minutes.

Brief discussion ensued regarding the style of minutes. City Clerk Cook invited the public to contact her if they had questions regarding the minutes. She pointed out that there is no requirement for anything beyond action, which the style used by many cities.

Resolution of the City Council Authorizing the Filing of an Application for the Regional Active Transportation Program (ATP) Assigned to the Metropolitan Transportation Commission (MTC), and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Ralston Avenue Corridor Complete Streets Improvement Project and Resolution of the City Council Authorizing the Filing of an Application for the Regional Active Transportation Program (ATP) Assigned to the Metropolitan Transportation Commission (MTC), and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Old County Road Pedestrian and Bicycle Improvement Project

In response to Councilmember Reed, City Manager Scoles pointed out that these resolutions approve grant applications for which there will be a required City match. He noted that it is not known if Belmont will receive the grant or what the match will be.

Resolution of the City Council Authorizing the City Manager to Execute a Service Agreement with Associated Right of Way Services, Inc. for Program Development and Residential Relocation Assistance Services for Low-Moderate Income Housing Properties

In response to Councilmember Reed, City Manager Scoles explained that this contract that will assist Belmont in evaluating and prioritizing city-owned housing units.

Resolution of the City Council Authorizing an Amendment to the Service Agreement for Park Impact Fee Study Services with SCI Consulting Group for an Amount Not to Exceed \$5,000

In response to Councilmember Reed, City Manager Scoles explained that this resolution approves an amendment to an existing contract. He noted that currently no park impact fees are imposed for housing projects that are not part of a subdivision. He stated that the vendor will assist Belmont in evaluating these fees.

ITEMS APPROVED ON CONSENT CALENDAR

Waive Further Reading of Proposed Ordinances

Minutes of Special and Regular City Council Meeting of July 22, 2014

Motion to Receive Monthly Financial Reports

Resolution 2014-113 of the City Council Approving Procurement of Legal Services From Stubbs & Leone

Resolution 2014-114 of the City Council Authorizing the Filing of an Application for the Regional Active Transportation Program (ATP) Assigned to the Metropolitan Transportation Commission (MTC), and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Ralston Avenue Corridor Complete Streets Improvement Project

Resolution 2014-115 of the City Council Authorizing the Filing of an Application for the Regional Active Transportation Program (ATP) Assigned to the Metropolitan Transportation Commission (MTC), and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Old County Road Pedestrian and Bicycle Improvement Project

Resolution 2014-116 of the City Council Approving Award of Contract to Express Plumbing for an Amount not to Exceed \$708,500, Approving a Construction Contingency not to Exceed \$70,850, and Authorizing the City Manager to Execute a Contract for the Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), City Contract Number 2014-526

Resolution 2014-117 of the City Council Authorizing a Service Agreement with CSG Consultants, Inc. for an amount not to Exceed \$126,000 for Management Services for the 2035 Belmont Village & General Plan Update Project

Resolution 2014-118 of the City Council Accepting a Restrictive Covenant and an Associated Ownership/Open Space Management Plan for an Approved Floor Area Transfer Between a Sending Parcel (APN: 043-111-160) and Receiving Parcel (APN: 043-072-040) on Naughton Avenue

Resolution 2014-119 of the City Council Authorizing a Service Agreement Amendment with Lamphier-Gregory, Environmental Consultants for an amount not to Exceed \$29,500 for Environmental Review Services for the Clear Channel Digital Electronic Billboard Project at 1385 Shoreway Road (Applicant Funded Study)

Resolution 2014-120 of the City Council Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil Company for an Amount not to Exceed \$25,000

Resolution 2014-121 of the City Council Authorizing the City Manager to Execute a Service Agreement with Associated Right of Way Services, Inc. for Program Development and Residential Relocation Assistance Services for Low-Moderate Income Housing Properties

Resolution 2014-122 of the City Council Authorizing an Amendment to the Service Agreement for Park Impact Fee Study Services with SCI Consulting Group for an Amount Not to Exceed \$5,000

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Braunstein, the Consent Agenda was unanimously approved.

HEARINGS

Housing Element Update: Belmont Zoning Ordinance Amendments Necessary to Comply with the Belmont Housing Element 2007-2014 (Second Reading)

Management Analyst Rose noted that this ordinance was introduced on July 22, 2014 and subsequently heard by the Planning Commission. She explained that no changes were proposed by the Commission. She outlined the required programs and actions necessary to amend the ordinance. She pointed out that the accompanying resolution implements a sewer priority policy for affordable housing developments.

Mayor Lieberman opened the Public Hearing. No one requested to speak.

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, the Public Hearing was unanimously closed.

Councilmember Stone expressed his desire to provide affordable housing, and if the amendment to the housing element can assist with this goal, he is in favor of the amendment.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Reed, and unanimously approved to Adopt Ordinance 2014-1079 amending sections of Ordinance 360 (Belmont Zoning Ordinance) as required to comply with state law; and to Adopt resolution 2014-123 implementing a sewer priority policy for affordable housing developments

OTHER BUSINESS

Resolution of the City Council Approving the Ralston Avenue Corridor Study and Transportation Improvements Plan as a Corridor Context Sensitive Plan

Public Works Director Oskoui stated that the purpose is to provide a platform for proposed improvements to Ralston Avenue to address vehicles, pedestrians, and bicycles.

Mark Spencer, Consultant, provided an overview of the 18-month project and the work that has been done to date. He provided statistics related to traffic, pedestrian, and bicycle volumes. He described the community outreach efforts. He explained the required funding for each segment of the plan. He explained that each element would be evaluated, and not all elements would need to be implemented even if the plan is approved. He explained that alternatives could be considered. He noted that the plan provides a framework that will help as the city seeks funding to implement any of the proposed elements of the plan.

Bruce Glassner, Belmont resident, stated that Ralston Avenue is lifeline. He expressed support for the idea of having a plan, and noted that stakeholders have been addressed.

Jim Bigelow, Belmont Chamber of Commerce, expressed appreciation for looking into this matter. He suggested maintaining parking for businesses. He commented regarding the proposed roundabout at the University. He noted the need for the plan in order to obtain funding. He pointed out that it addresses all stakeholders.

Ashley Hernandez, Silicon Valley Bicycle Coalition, expressed appreciation for the study and the public outreach. She pointed out that the corridor plan does not address bicycle needs in several segments.

Giuliano Carlini, Belmont resident, expressed the need to encourage bicycle commuting which will reduce traffic on Ralston.

Judith Greig, NDNU (Notre Dame de Namur University), spoke regarding the proposed roundabout at the University and its encroachment on University property and potential backups during peak times. Safety is a primary concern. She questioned whether a signal would be a better option.

Tim O'Brien, Belmont resident, questioned a specific component of the report near Ralston Middle School and how it will affect pedestrians. He expressed concerns regarding the need for improvements on streets other than Ralston Avenue.

Michael Munrow, Belmont resident, expressed appreciation for the process. He pointed out that solutions outlined in Segment 4 (west of Alameda) are inadequate. He suggested encouraging kids to ride their bikes to school.

Daniel Pierce, Belmont resident, pointed out that approval of the plan sets the direction. He stated that the purpose of the plan should not be to ease traffic from one end to the other. He noted that the plan does not improve bicycle safety.

Valerie Dohrenwend, Belmont resident, expressed concerns regarding speeds on upper Ralston. She recommended reducing it to 35 miles per hour.

Michael Picone, Carlmont Shopping Center, expressed concerns regarding the proposals surrounding the shopping center as it affects parking on Ralston for patrons.

Barbara Golden, Belmont resident, commented regarding the two-way left turn lane on Ralston travelling eastbound near El Camino. She noted it is not addressed in the proposed report.

Mary Morrissey Parden, business owner, expressed support for the plan. She expressed concerns regarding the proposed removal of the left turn into the Carlmont Shopping Center. She suggested implementing temporary measures to evaluate specific elements.

Mike Swire, Hillsborough resident, spoke regarding a petition signed by 730 people who want a safer Ralston for bikes and pedestrians. He suggested lowering speed limits on upper Ralston and the installation of continuous bike lanes. He noted that Ralston safety was discussed during the recent campaign.

Consultant Mark Spencer responded to comments of the speakers. He pointed out that the plan does not commit the City Council to any specific element but is the blueprint for seeking funding for improvements. He addressed the issue of continuous bike lines, which is addressed from downtown to the Alameda. He noted that alternative lanes are proposed in order to maintain on-street parking. He explained that there are ways to encourage biking and walking by students, and that there will be ongoing discussions with various stakeholders. He noted that some of the proposed measures will calm traffic. He concurred that implementing temporary measures will help evaluate the various elements. He noted that traffic signals add to air quality issues, and that roundabouts have a better chance of being funded. He noted that some of the proposed traffic calming could reduce speed on various parts of Ralston. He clarified that the two-way left turn lane on Ralston between El Camino and Sixth Avenue will be addressed in the Downtown Plan.

RECESS: 10:10 P.M.

RECONVENE: 10:15 P.M.

Councilmember Stone commented regarding the City's inability to lower the speed limit on Ralston. He pointed out that the implementation of traffic calming measures is likely to reduce vehicular speeds. He noted that there is unlikely to be public support for removing a lane of traffic on Ralston to accommodate a continuous bike lane. He expressed support for extending the landscape buffer from Cipriani to Alameda. He expressed support for the addition of a bike path on eastbound Ralston from El Camino to the bike bridge over highway 101.

MEETING EXTENSION: At this time, being 10:25 p.m., on a motion by Councilmember Braunstein, seconded by Councilmember Stone, the meeting was unanimously extended by 30 minutes.

Councilmember Wright expressed support for the conceptual plan. She noted there are competing interests in implementing any component of the plan.

Councilmember Braunstein expressed support for the plan and its options, and for having ongoing dialog with stakeholders. He noted that no single plan will meet the needs of all stakeholders.

Councilmember Reed noted the need to optimize the existing road configuration to meet the needs of all stakeholders. He expressed a desire for having a continuous bike lane from end to end.

Mayor Lieberman noted that there a wide ranges of opinions on this issue. He pointed out that everyone was complimentary of the process. He noted the need for an incremental approach, and that the plan is a start, especially for funding.

ACTION: On a motion by Councilmember Braunstein, seconded by Councilmember Wright, Resolution 2014-124 Approving the Ralston Avenue Corridor Study and Transportation Improvements Plan as a Corridor Context Sensitive Plan was unanimously approved.

COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

Designating Voting Delegate and Alternate for League of California Cities Annual Conference

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, City Attorney Rennie was unanimously designated as the voting delegate for the League of California Cities Annual Conference.

Confirm Elected and Appointed Official Ethics Obligation Compliance and Continuing Appointments to Boards and Commissions

Mayor Lieberman provided a background of the development of the code of ethics for appointed officials. He noted that 29 of 31 have completed all obligations, including Form 700, AB1234, and the Ethics code. He recommended that the City Council take action to confirm the appointments of those in compliance.

Mark Herbach, Belmont resident, stated that he signed the document as a Planning Commissioner. He noted that the two members of the commission who did not sign have behaved ethically and there have been no ethical violations. He suggested allowing the two commissioners to fill out their term.

Perry Kennan, Belmont resident, stated that the language in the Code of Ethics is too strong. He expressed concern that City Council members may need to recuse themselves from topics in the future as a result.

Kristin Mercer, Belmont resident, stated that she is being dismissed for not signing the document. She noted she has not broken any laws. She cited specific clauses of which she disagrees. She expressed concerns regarding free speech and censorship.

Jeffrey Selman, Belmont resident, noted that an ethics code can establish appropriate conduct and improve public participation. He noted that many cities have adopted ethics codes. He expressed support for the code of ethics.

Dave Warden, Belmont resident, stated that he does not support the code of ethics. He cited comments made by Mayor Lieberman at a neighborhood meeting that he feels violate the code.

Mary Morrissey Parden, Belmont Chamber of Commerce, expressed support for implementing the code of ethics that has been adopted. She stated that people are more credible when they are ethical. She noted that ethical behavior is expected in all aspects of business. She cited examples of unethical behavior of elected and appointed officials in the past.

Tran Tran, Belmont resident, does not support the proposed action of removing two members of the Planning Commission. She stated that both have conducted themselves ethically. She questioned whether the members have been given due process.

Jeff Schmitz, Belmont resident, stated that a code of ethics is standard business practice in many aspects of life.

MEETING EXTENSION: At this time, being 11:00 p.m., on a motion by Councilmember Stone, seconded by Councilmember Braunstein, the meeting was unanimously extended by 30 minutes.

Joseph Brennan, Belmont resident, expressed concern regarding the complexity of Belmont's code of ethics. He described a more simplified code as adopted by a neighboring city.

Mayor Lieberman stated that the community has expressed a desire for public officials to behave ethically and to treat the public with respect, and that the code of ethics was adopted as a result. He clarified that there is no desire to restrict speech, and that it is not his intent to dismiss anyone.

City Attorney Rennie stated that a code of conduct sets a standard for behavior. He pointed out that public officials speak in an official capacity and is not an impediment for free speech.

Councilmember Stone stated that the expectation was to abide by the code whether or not the document is signed. Elected and appointed officials are ambassadors for the city. He noted that the code outlines unacceptable behavior. He pointed out that commissioners serve at the pleasure of the Council, and that when the two commissioners were appointed, they were not asked to sign the document. He stated he is not comfortable in dismissing any sitting commissioner at this time.

Councilmember Wright pointed out that the majority of communication is nonverbal. She cited a code of governance that was utilized when she was a school board member, which was helpful. She stated she supported the adoption of the code of ethics and conduct and there was no malintent in its adoption. She concurred that the two commissioners should not be dismissed at this time and should be allowed to finish their terms.

MEETING EXTENSION: At this time, being 11:30 p.m., on a motion by Councilmember Stone, seconded by Councilmember Wright, the meeting was unanimously extended by 30 minutes.

Councilmember Braunstein stated that the code attempts to model behavior, and was not intended as an attack on anyone, but an attempt to set expectations. He concurred that the two commissioners should be allowed to finish their term, and that newly appointed commissioners should be expected to sign.

Councilmember Reed noted that officials are bound by the code whether or not they have signed it, and he questioned why the two commissioners refused to sign the document.

Mayor Lieberman stated that the goal has been met with setting expectations, and he invited members of the public to advise whether or not those expectations have not been met.

Council concurred not to take action on this matter.

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

Councilmember Reed reported on a recent Silicon Valley Clean Water Agency meeting.

Councilmembers Braunstein and Stone described the discussion at a recent Four Corners meeting.

Councilmember Stone noted that he is on a Congestion Management subcommittee of C/CAG (Cities and Counties Association of Government).

Mayor Lieberman stated that he met recently with the Mayors of San Mateo and Foster City.

Verbal Report from City Manager

City Manager Scoles noted that the Mid-Peninsula Water District will be celebrating 85 years. He announced the upcoming blood drive. He announced that the former Redevelopment Agency bonds were sold, resulting in savings to all taxing agencies. He stated that the officer-worn video cameras are beginning to be deployed.

ADJOURNMENT at this time, being 11:55 p.m.

**Terri Cook
City Clerk**

Meeting audio-recorded and videotaped

DRAFT

COMBINED AGENCY MEETING

August 26, 2014

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**REGULAR MEETING OF
DIRECTORS OF BELMONT FIRE PROTECTION DISTRICT
Tuesday, August 26, 2014
CITY COUNCIL CHAMBERS, ONE TWIN PINES LANE**

**REGULAR MEETING
CALL TO ORDER 7:03 P.M.**

(Note: Belmont Fire Protection District meeting held concurrent with the City Council Meeting.)

ROLL CALL

BOARDMEMBERS PRESENT: Reed, Braunstein, Stone, Wright, Lieberman

BOARDMEMBERS ABSENT: None

SPECIAL PRESENTATIONS

Oath of Office for Fire Captain Brian Banks and Administrative Battalion Chief Kent Thrasher

City Clerk Cook administered the Oath of Office, and Captain Banks' and Administrative Battalion Chief Thrasher's families pinned their badges.

ITEMS APPROVED ON CONSENT CALENDAR

Resolution 2014-016 of the Fire Protection District Approving the Salary, Benefits and Other Terms and Conditions of Employment for the Deputy Fire Chief, Administrative Battalion Chief and Training Fire Captain

ACTION: On a motion by Director Stone, seconded by Director Braunstein, the Consent Agenda was unanimously approved.

ADJOURNMENT at this time being 11:55 P.M.

**Terri Cook
District Secretary**

Meeting audio-recorded and videotaped.



STAFF REPORT

Meeting Date: September 9, 2014

Agenda Item # 8B

Agency: Belmont Fire Protection District
Staff Contact: Kent Thrasher, Belmont Fire District, 650-595-7492, kthrasher@belmont.gov
Agenda Title: Approve the Purchase of Nine Emergency Medical Service Firefighter Jackets
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the purchase of nine Globe Brand Firefighter EMS replacement jackets from L.N. Curtis & Sons for an amount not to exceed \$5,640.75.

Background

An integral part of a firefighter's protective clothing in the field is the Emergency Medical Services (EMS) jackets they wear. These jackets are worn by on-duty fire personnel almost every day when responding to emergency incidents and each firefighter is issued one jacket.

Analysis

The National Fire Protection Association (NFPA) is the lead agency that establishes the standards that fire departments base many of their operations and standards from. The NFPA 1999 standard associated with protective clothing for emergency medical operations specifies requirements for EMS protective clothing to protect personnel performing patient care during emergency medical operations from contact with blood and body fluid-borne pathogens. It also includes additional requirements that provide limited protection from specified CBRN terrorism agents.

The jackets currently assigned to Fire District personnel have been purchased at different times over the years, and the data associated with the manufacturer and retirement dates of these jackets are maintained by the district. This results in the ability to accurately project replacement costs as part of the budgeting process. As a result, the district has identified nine EMS jackets that are due for replacement. The Globe Brand EMS Jackets are UL certified to NFPA 1999 standards and are the only jackets that meet the Fire District's protective wear specifications, and L.N. Curtis & Sons is the only vendor on the west coast that sells the Globe Brand EMS Jackets.

Alternatives

1. Take no action.
2. Refer back to staff for further information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: There are sufficient funds in Fund 223 Belmont Fire Protection District specifically for this purpose
-

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT AUTHORIZING THE PURCHASE OF NINE FIREFIGHTER EMS JACKETS

WHEREAS, an integral part of a firefighter's protective clothing in the field is the Emergency Medical Services (EMS) Jackets they wear; and,

WHEREAS, the National Fire Protection Association (NFPA) is the lead agency that established the standards that fire departments base many of their operations and standards from; and,

WHEREAS, the NFPA 1999 standard associated with protective clothing for emergency medical operations specifies requirements for EMS protective clothing to protect personnel performing patient care during emergency medical operations from contact with blood and body fluid-borne pathogens as well as limited protection from specific CBRN terrorism agents; and,

WHEREAS, the jackets currently assigned to Fire District personnel have been purchased at different times over the years; and,

WHEREAS, the Fire District has identified nine EMS Jackets that are due for replacement.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The District Manager is authorized to execute a purchase order for the purchase of EMS Jackets from L.N. Curtis & Sons for an amount not to exceed \$5,640.75.

* * *

ADOPTED September 9, 2014, by the Board of Directors of the Belmont Fire Protection District
by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney



STAFF REPORT

Meeting Date: September 9, 2014

Agenda Item #8C

Agency: City of Belmont
Staff Contact: Captain Patrick Halleran, Police Department, (650) 595-7430, path@belmont.gov
Agenda Title: Accept donation of a K-9 ballistic vest.
Agenda Action: Resolution

Recommendation

Adopt a resolution accepting the donation of a K-9 Ballistic Vest from the Police and Working Dog Foundation valued at 1,300.

Background

Police K-9's are used to locate and apprehend suspects who are often armed and violent. The Police and Working Dog Foundation (PAWK-9), is a non-profit, volunteer organization that raises funds to supply ballistic vests to California Law Enforcement K-9 units.

Analysis

The "Cover Your K-9" Fund is a project of PAWK-9 and was established to provide K-9 teams with safety equipment. Funds are raised through individual donors and fundraisers at Pet Food Express locations, including Belmont. Agencies that have received K-9 ballistic vests from PAWK-9 include, San Mateo County, South San Francisco and San Bruno. The donated ballistic vest would be used by Belmont PD K-9 "Kilo".

Alternatives

1. Take No Action
2. Provide Alternative Direction

Attachments

A. Resolution

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING DONATION OF A K-9 BALLISTIC VEST FROM THE POLICE AND WORKING K-9 FOUNDATION VALUED AT \$1,300.

WHEREAS, Police K-9's are used to locate and apprehend suspects who are often armed and violent; and,

WHEREAS, The Police and Working Dog Foundation (PAWK-9), is a non-profit, volunteer organization that raises funds to supply ballistic vests to California Law Enforcement K-9 units; and,

WHEREAS, The "Cover Your K-9" Fund is a project of PAWK-9 and was established to provide K-9 teams with safety equipment with funds are raised through individual donors and fundraisers at Pet Food Express locations, including Belmont.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to accept the donation of a K-9 ballistic vest from the Police and Working K-9 Foundation valued at \$1,300.

* * *

ADOPTED September 9, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: September 9, 2014

Agenda Item #8D

Agency: City of Belmont, City Council
Staff Contact: Jonathan Gervais, Parks & Recreation Director, jgervais@belmont.gov
Agenda Title: Authorizing an Additional \$5,000 for the Construction of the Trail Bridge at Waterdog Lake
Agenda Action: Resolution

Recommendation

Approve a resolution to add \$5,000 for the construction of the Trail Bridge at Waterdog Lake, bringing the total construction cost to \$35,000.

Background

The Parks and Recreation Department has been working in partnership with volunteers to realign the Lake Loop Trail around Water Dog Lake. The project includes realigning the trail from its current alignment directly around the lake to a higher alignment above the lake. The purpose of the realignment is to restore natural resources and provide improved recreational opportunities. The existing trail around the lake floods in places, requires hikers to navigate stream crossings and low branches, is not bike friendly, and is difficult to follow. The project provides a trail that remedies these challenges and also expands the number of users that will be able to hike around the lake. The trail will be at least 15 feet above the waterline, will allow year round use, and will avoid the water quality impacts that are currently occurring from visitors walking in streams and wet soils. The project was approved by both the Parks and Recreation Commission and City Council and is about 90% complete. A Trail Bridge at Waterdog Lake is the last action needed to complete the project.

Analysis

At the March 25, 2014 meeting, City Council passed a resolution to construct the trail bridge at Waterdog Lake for an amount not to exceed \$30,000. Staff prepared the construction contract and bid documents, put the project out for bid, and received two bid proposals. Both bid proposals were above \$30,000 with one at \$38,000 and one at \$40,000. Staff negotiated with one of the contractors to reduce the price of the contract and have reached agreement on a price of \$34,000 for the project. Staff is asking for the additional \$5,000 to cover the change in the contract amount and provide a contingency.

Alternatives

1. Continue the item
2. Take no action

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 343-810 Open Space Account

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*Parks and Open Space Master Plan for Belmont

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING AN ADDITIONAL \$5,000 FOR THE TRAIL BRIDGE PROJECT AT WATERDOG LAKE

WHEREAS, The Waterdog Lake Loop Realignment Project was called for in the Parks and Open Space Master Plan; and,

WHEREAS, The Parks and Recreation Department has been working with a dedicated group of volunteers who have selflessly donated over 3,000 hours of volunteer service; and,

WHEREAS, The trail bridge is needed to cross the spillway and complete the Waterdog Lake Loop Trail Realignment Project; and,

WHEREAS, in March 2014, City Council approved trail bridge construction for an amount not to exceed \$30,000.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute a construction contract for the Waterdog Lake Trail Bridge for an amount not to exceed \$35,000.

* * *

ADOPTED September 9, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: September 9, 2014

Agenda Item #

STAFF REPORT

Agency: City of Belmont
Staff Contact: Bill Mitchell, I.T. Department, (650) 637-2970, bmittchell@belmont.gov
Agenda Title: Replacement of Desktop and Laptop Computers
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a purchase order with Dell, Inc., for the procurement of desktop and laptop computers in an amount not to exceed \$33,689.

Background

In 2003 the City extended the useable lifetime of desktop and laptop computers from 3 years to 4 years. Information Technology continues to adhere to the 4-year schedule, and in accordance to this schedule 21 desktop and 7 laptop computers are due for replacement.

Analysis

Dell hardware will be procured under the Western States Cooperative Agreement (WSCA) a Government Purchasing Alliance (GPA). Purchasing under this GPA meet the City's purchasing policy per Resolution 9438.

Alternatives

1. Deny recommendation.
2. Refer back to staff for more information and/or alternative options.

Attachments

- A. Resolution
- B. Quote

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Account 573-1-302-9040

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

* Information Technology Plan.

RESOLUTION NO. 2014-

**RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ISSUANCE OF A
PURCHASE ORDER WITH DELL, INC., PROCURING DESKTOP AND LAPTOP
COMPUTERS IN AN AMOUNT NOT TO EXCEED \$33,689**

WHEREAS, the City's computer hardware replacement schedule calls for replacement of desktop and laptop computers that have been in service for four years; and,

WHEREAS, 21 desktop and 7 laptop computers have been in service for four years; and

WHEREAS, procuring under a Government Procurement Alliance aligns with the City's purchasing policy.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to execute a purchase order with Dell, Inc., for the procurement of desktop and laptop computers in an amount not to exceed \$33,689.

ADOPTED September 9, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: September 9, 2014

Agenda Item # _____

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Service Agreement with the Metropolitan Planning Group for Planning Services

Agenda Action: Resolution

Recommendation

Adopt resolution authorizing the City Manager to procure planning services from the Metropolitan Planning Group.

Background/Analysis

From time to time the City has need for third-party planning services related to larger-scale, complex development projects. These projects require skilled planners/project managers with particular expertise. Staff requests that the City Council authorize the procurement of such planning services, on an as needed basis, from the Metropolitan Planning Group (M-Group) at the rates set forth in Attachment B to the proposed resolution accompanying this report, and contingent upon the availability of existing funds.

City staff believes use of third-party planning services (as necessary) is reasonable and appropriate. Due to recovering economic conditions, there is an anticipated future increase in complex development review applications. Use of such services can expedite project review and will assist in managing these projects in a timely manner. Use of such third-party services is also a reasonable alternative to hiring permanent staff to address this temporary enhanced development climate.

The Metropolitan Planning Group currently provides planning services to a number of Bay Area cities in a current and advanced planning capacity, and on an individual development project management basis (See Attachment C – Firm Qualifications/Profile). They employ over 30 planners with various skill sets that can meet both short and long term staffing needs for public jurisdictions. Staff has met with various firm representatives and is confident in the services that they can provide to the City.

Planning services related to the review/project management of complex development applications are typically funded by the applicant, and therefore is not expected to have a direct financial impact on the City. For other matters, the authorization for procurement of planning services requested is limited to the amount of available funds appropriated within the fiscal year budget for that purpose.

Alternatives

1. Deny the requested authority.
2. Continue the item for further discussion.

Attachments

- A. Resolution
- B. Metropolitan Planning Group Planning Services Rates
- C. Metropolitan Planning Group Qualifications/Profile

Fiscal Impact

- ☒ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Use of Planning Services will be funded by the applicant as part of the Complex Project Development Review fee. There will not be a financial impact to the City.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE PURCHASE OF PLANNING SERVICES FROM THE METROPOLITAN PLANNING GROUP AT SPECIFIED RATES

WHEREAS, the City has need from time to time of planning services related to larger scale, complex development projects that require skilled planners/project managers with particular expertise; and,

WHEREAS, the Metropolitan Planning Group has demonstrated expertise in the planning field; and,

WHEREAS, planning services related to the review/project management of complex development applications are typically funded by the applicant, and therefore is not expected to have a direct financial impact on the City; and,

WHEREAS, for other matters, the authorization granted herein for procurement of planning services is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to retain the Metropolitan Planning Group to provide planning services at the rates set forth in Attachment B. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED September 9, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Attachment B

Metropolitan Planning Group Planning Services Billing Rates

The Metropolitan Planning Group authorized personnel to perform planning services and the corresponding billing rate is:

Sheldon Ah Sing

\$125/hour

All Service Agreements shall be:

- Negotiated on a project-by-project basis.
- Subject to a scope of work and deliverables.
- Subject to a Not To Exceed (NTE) budget.
- Subject to establishing a Purchase Order (PO) through the City's Finance Department.

The Consultant may authorize additional personnel to perform planning services functions, subject to the review and acceptance by the City of Belmont.

a new design on urban planning

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- HISTORIC PRESERVATION
- STAFFING SOLUTIONS



M-GROUP FIRM PROFILE

M-GROUP.US

MOUNTAIN VIEW | HALF MOON BAY | PETALUMA | SAN RAFAEL | NAPA



a new design on urban planning

M-Group exists to bring innovative and effective planning solutions to Bay Area cities. Since the creation of the firm in 2006, we have brought the full range of planning services to over 40 Bay Area communities.

We are committed to *a new design on urban planning*. This approach to planning takes many forms both in our work and in our relationships with our clients. This new design includes:

- Very clear communication
- An enthusiastic and fun approach to planning
- A commitment to continuous improvement
- Creating a sustainable future by balancing the needs of the natural and built environments
- Creating a long-lasting, employee-centered, client focused firm

M-Group planners have extensive experience working on complex and high-profile projects throughout the region. Our planning group brings together a broad range of planning expertise and substantial real-world experience to help cities plan for the future.

Our team of more than 30 planners is focused on the following areas:

- **POLICY PLANNING**
- **URBAN DESIGN**
- **ENVIRONMENTAL REVIEW**
- **HISTORIC PRESERVATION**
- **STAFFING SOLUTIONS**



579 Clyde Ave
Suite 340
Mountain View, CA 94043
650 938 1111

80 N. Cabrillo Highway
Suite Q-236
Half Moon Bay, CA 94019
650 726 8250

545 Las Gallinas Ave
Unit 205
San Rafael, CA 94903
415 889 0580

40 4th Street
Suite 264
Petaluma, CA 94952
707 318 6208

1303 Jefferson Street
Suite 100-B
Napa, CA 94559
707 259 1790



POLICY PLANNING

Our planners have hands-on experience crafting and implementing General Plans and Zoning Codes, and a range of targeted planning efforts that help guide communities in realizing their vision. We have experience leading projects and working collaboratively with transportation planners, engineers, and fiscal analysts to turn big picture ideas into real world solutions.

We provide comprehensive planning services including General Plan Updates, from the visioning process through crafting Elements of the General Plan. In the last Housing Element cycle (2009-2014), M-Group successfully completed or managed 10 certified Housing Elements throughout the Bay Area. In this current cycle (2015-2023) we are working with many of the same clients to implement programs aimed at certifying the latest round of Housing Elements through the streamlined process.

We believe that the critical path for any policy planning project is to genuinely engage stakeholders through a tailored outreach strategy that is designed to be inclusive, interactive, and insightful.

POLICY CLIENTS

- CITY OF BELVEDERE
- CITY OF BURLINGAME
- CITY OF CAMPBELL
- CITY OF COALINGA
- CITY OF DALY CITY
- CITY OF FOSTER CITY
- CITY OF FREMONT
- TOWN OF LOS ALTOS HILLS
- CITY OF MILL VALLEY
- CITY OF MONTE SERENO
- CITY OF NAPA
- CITY OF PALO ALTO
- CITY OF REDWOOD CITY
- CITY OF SANTA ROSA
- CITY OF SAUSALITO
- CITY OF SOLEDAD
- CITY OF SONOMA
- CITY OF SUNNYVALE
- CITY OF WALNUT CREEK
- TOWN OF COLMA
- TOWN OF WOODSIDE

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- HISTORIC PRESERVATION
- STAFFING SOLUTIONS



PROJECT EXPERIENCE

CITY OF BELVEDERE, CALIFORNIA | GENERAL PLAN AND HOUSING ELEMENT UPDATE

M-Group partnered with Plan B Municipal Consulting to plan for the future of the unique City of Belvedere in Marin County, completing a comprehensive update of Belvedere's General Plan. The project included a robust public outreach program to achieve community consensus on how to embrace the future.

M-Group's role in the Belvedere General Plan Update was to provide Belvedere with a multifaceted, living-working document, which articulates the community vision and provides guidance for the future. We were engaged to conduct background research of land use elements, study existing conditions, assist with research for the Housing Element Update, evaluate various policies and programs, assist with community outreach meetings, facilitate the General Plan visioning process and prepare the General Plan Elements. During this period, M-Group assisted the City of Belvedere on an update of its Housing Element in conjunction with the General Plan Update.



CITY OF DALY CITY, CALIFORNIA | GENERAL PLAN UPDATE VISIONING PROCESS

As part of its General Plan Update, Daly City included a discrete visioning process as the first step. The visioning process was meant to ensure extensive community participation, engage the citizens in defining a vision for the future, and ensure that the long-term goal for the city reflected current and future community values.

Geoff Bradley of M-Group assisted Daly City staff with the General Plan Update by helping the General Plan Steering Committee, Community and City Staff provide initial Visioning and community prioritization work.

A community-based visioning process was designed to establish a framework and provide direction to the update. M-Group was instrumental in facilitating the process, which included community workshops, a survey and focus group interviews.

The results of this process are detailed in a report available online at: <http://mplanninggroup.com/perch/resources/envisiondalycity.pdf>

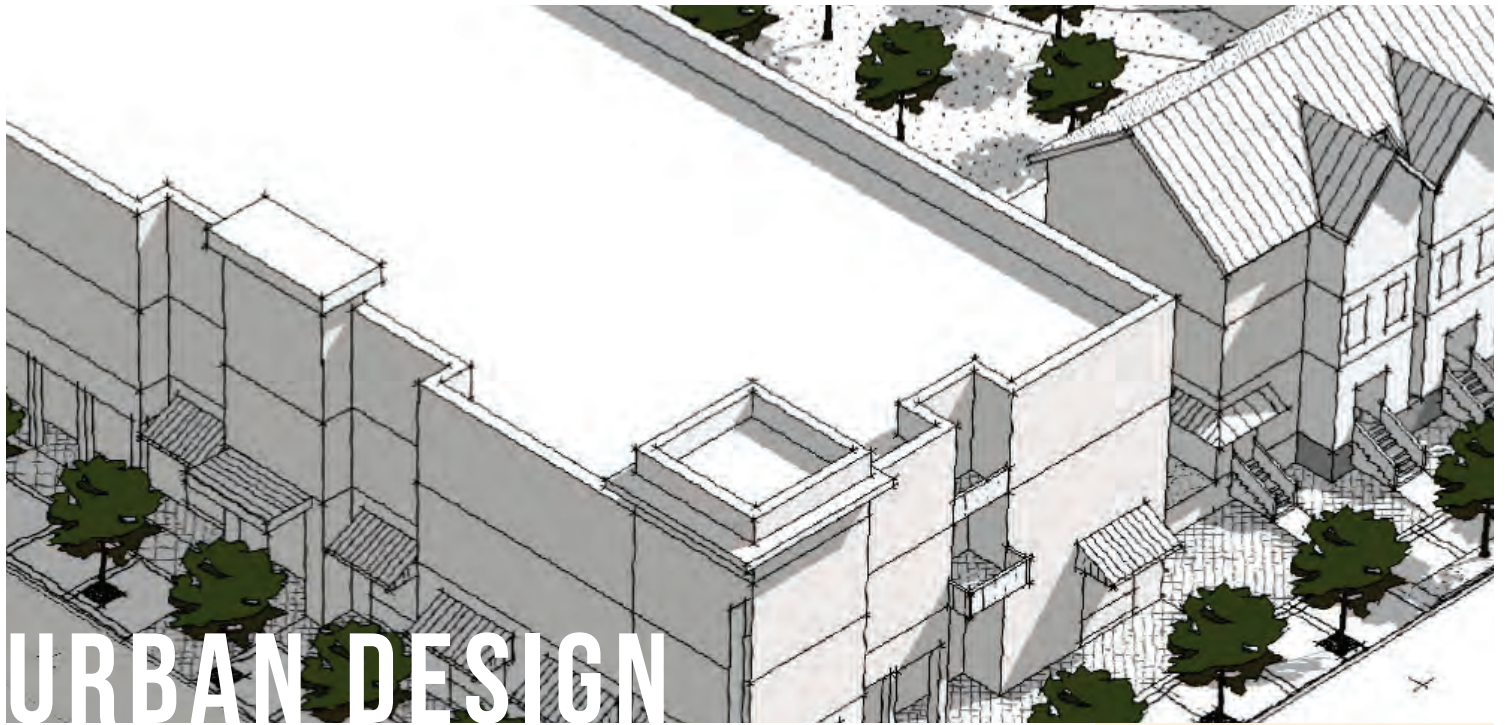
"It has been our experience that M-Group staff is extremely knowledgeable about issues pertaining to the General Plan update and community involvement process, and has exhibited both the desire and ability to tailor its approach to larger community-wide workshops in a way that is responsive to the goals established by the City for these meetings."

CITY OF COALINGA, CALIFORNIA | ZONING ORDINANCE UPDATE

M-Group is working with the City of Coalinga to develop an entirely new citywide zoning code. The goal is to include all development regulations in a clear, concise document that is easy to use and enforce, and that incorporates state-of-the-art planning practices.

In Coalinga, the co-existence of both agricultural and urban land uses have helped to define the City's unique character. A key challenge and opportunity of the Zoning Ordinance Update project has been to develop a thorough and detailed understanding of the various opportunities that this mixture of land use creates, extending the tradition of making the City a unique place in the Central Valley.

—TATUM MOTHERSHEAD, Planning Manager,
City of Daly City



URBAN DESIGN

We understand the importance of balancing policy direction with tangible design concepts that bring projects to life. At M-Group, urban design projects are an important component of our practice, including:

- Vision Plans
- Corridor and Streetscape Plans
- Area, Strategic, Master and Specific Plans
- Design Guidelines and Development Standards

We have firm knowledge of advanced urban planning practices which emphasize pedestrian- and transit-oriented development patterns that support the natural environment. We also recognize the value of harmonizing project objectives with the economic, social and cultural needs of the community.

Our background in community design standards, mixed use development regulations, and urban infill strategies have demonstrated the great benefit for development that empathizes a range of travel modes (e.g., pedestrian, bike, and transit). Our extensive and in-depth knowledge of design guidelines and experience in design review services allow us to create compelling urban design plans and documents. We understand that design standards and guidelines need to clarify intent, so we utilize innovative graphic techniques that are descriptive and informative. We apply our urban design skills to the full range of projects we work on, resulting in attention to detail and design that creates quality places.

URBAN DESIGN CLIENTS

- CITY OF BELVEDERE
- CITY OF BURLINGAME
- CITY OF COALINGA
- CITY OF MONTE SERENO
- CITY OF NAPA
- CITY OF PALO ALTO
- CITY OF REDWOOD CITY
- CITY OF SANTA CLARA
- CITY OF SANTA ROSA
- CITY OF SARATOGA

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- HISTORIC PRESERVATION
- STAFFING SOLUTIONS



PROJECT EXPERIENCE

CITY OF BURLINGAME, CALIFORNIA | DOWNTOWN BURLINGAME SPECIFIC PLAN

M-Group led a multi-disciplinary consultant team in preparing a new Specific Plan for historic Downtown Burlingame. Downtown Burlingame is an undeniable success, but like all downtowns it is subject to ever-changing lifestyles and consumer preferences.

The plan called for a highly involved program for civic engagement informed by thoughtful analysis and evaluation. This allowed the community to develop a vision and ultimately a plan that is realistic and compelling for the future while being uniquely Burlingame.

M-Group focused on existing opportunities and constraints in the project area, including an evaluation of:

- Existing land uses
- Urban design features
- Circulation
- Parking
- Transportation
- Economic Climate
- Historical Resources
- Infrastructure, and
- Environmental Issues

An Economic Study was utilized to examine the future locations and potential for retail, residential, office, mixed use and hotels and cinemas, and fiscal return to the City.

CITY OF BELVEDERE, CALIFORNIA | FLOOD PLAIN STUDY

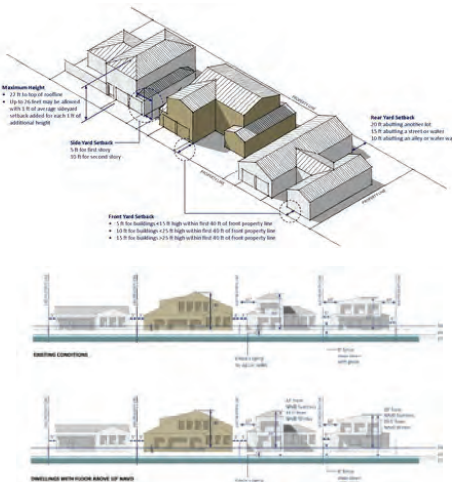
M-Group assisted the City of Belvedere in 2011 with zoning amendments to accommodate changes in the 100-year flood zone. Recent changes to the FEMA floodplain standards require new buildings to be raised to higher elevations than in the past, creating conflicts with existing zoning and presenting challenges to property owners who wish to redevelop or modify their homes. Further complicating matters is that existing ground elevations vary throughout the flood zone, so changes to zoning could have different impacts on properties depending on each property's elevation in relation to the base flood level.

M-Group worked with a property owner committee to develop recommendations for modifying zoning regulations to accommodate higher flood elevations. The analysis carefully considered a range of issues such as neighborhood character, privacy, views, and equity. For this effort, M-Group prepared several drawings and maps illustrating the conditions and zoning regulations.

CITY OF SARATOGA, CALIFORNIA | RESIDENTIAL DESIGN GUIDELINES

The City of Saratoga commissioned M-Group to develop preferred guidelines and illustrations to preserve the character of the City's residential neighborhoods. The guidelines touch on issues that had been noticed by the City and incorporate considerations towards the natural environment, views, predominant neighborhood patterns, and compatible design styles and practices.

The finalized design handbook features detailed and professionally prepared illustrations and renderings to accurately depict styles that are encouraged and discouraged by the guideline text.



"I have consistently been impressed with the firm's public outreach skills and ability to work closely with staff and community representatives to develop policies and regulations that meet the unique interests of the City"

—WILLIAM MEEKER, Community Development Director, City of Burlingame



ENVIRONMENTAL REVIEW

We believe in the future.

Our belief in the future means we work hard to make our communities sustainable. M-Group staff has experience managing complex environmental analyses for large-scale projects. We are able to identify and anticipate relevant issues early on in the project, work with environmental consultants, and complete the Environmental Impact Report process from beginning to the end.

We also conduct environmental review for projects, providing a range of CEQA services that include:

- EIRs
- Initial Studies
- Negative Declarations and MNDs
- Statutory Worksheets, and
- Environmental Assessments

We have completed numerous CEQA documents for both private and public projects from in-fill housing projects and pedestrian bridges to Housing Elements and other long-range policy planning documents.

ENVIRONMENTAL CLIENTS

CITY OF CAMPBELL
CITY OF COTATI
CITY OF FOSTER CITY
CITY OF MORGAN HILL
TOWN OF LOS GATOS
TOWN OF LOS ALTOS HILLS
CITY OF PALO ALTO
CITY OF PETALUMA
CITY OF REDWOOD CITY
CITY OF SAN CARLOS
CITY OF SANTA ROSA
CITY OF SARATOGA
CITY OF SUNNYVALE
TOWN OF WOODSIDE

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- HISTORIC PRESERVATION
- STAFFING SOLUTIONS



“M-Group staff came on board with the Community Development Department in a very easy and seamless manner. The quality of that staff work and the presentations was very good and in time, M-Group staff developed a very credible and good working relationship with the Planning Commission”

—RICHARD MARKS, Former Community Development Director, City of Foster City

PROJECT EXPERIENCE

FOSTER CITY, CALIFORNIA | EIR MANAGEMENT AND CLIMATE ACTION PLAN

M-Group has been engaged by Foster City in a variety of environmental planning and sustainability projects including EIR management for large, complex development projects.

Foster City retained M-Group to process an application to redevelop 12 acres of low-scale industrial buildings with up to 800,000 square feet of offices in three buildings, up to 10 stories in height above four levels of parking.

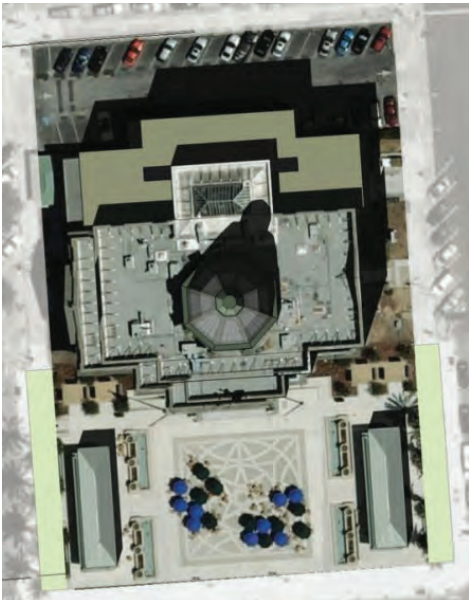
The Chess/Hatch project is located at the base of the Dumbarton Bridge at the entrance to Foster City. The application involved:

- General Plan amendments
- Rezoning
- Master Plan
- Development Agreement
- EIR

M-Group managed the selection of the EIR consultant, oversaw preparation of the EIR, managed community outreach and document preparation, and processed the entitlements for this highly visible project in Foster City.

In addition to performing CEQA work for Foster City, M-Group collaborated in an effort to draft a Climate Action Plan for the City. As Foster City is situated at near sea-level, the adverse effects of climate change pose a potential threat to the welfare of the City, justifying the need for a comprehensive Climate Action Plan.

The plan describes the effects of climate change on the City and introduces measures with the intent to mitigate potential impacts. The Climate Action Plan also describes current GHG emission levels and compares un-mitigated projections with reduction targets.



REDWOOD CITY, CALIFORNIA | SHADOW STUDIES, EIR MANAGEMENT AND MND

M-Group was hired by Redwood City to manage the Laurel Way subdivision project and preparation of the Environmental Impact Report in 2008. The project site consisted of 5.1 acres, zoned Residential Hillside that were part of the original 1920's subdivision of the Emerald Hills neighborhood. The project included the re-subdivision of 20 sub-standard lots and a Planned Development application for 18 single-family homes with roadway, utility and drainage control improvements.

The Environmental Impact Report identified potentially significant impacts in all CEQA categories except Land Use and Planning & Population and Housing. M-Group worked closely with the City and EIR consultant to develop a Reduced Floor Area Alternative as the Preferred Alternative, which included an allowable floor area ratio based on average lot slope.

In addition to EIR and CEQA work, M-Group developed shadow policies for Redwood City's new Downtown Precise Plan. The plan encouraged development by allowing for large buildings as tall as twelve stories, but it was an important goal to ensure that shadows from new development would not overly impact public open spaces and historic buildings. M-Group worked with City staff to analyze potential shadow impacts from the new development regulations, and developed policies and criteria that minimized negative impacts.



HISTORIC PRESERVATION

It is the juxtaposition of the historic and the modern that provide for the unique, original sense of place in today's cities and towns. M-Group believes in championing this relationship and ensuring that our historic and cultural resources continue to play an integral role in our communities. This encourages a visible continuity and distinct individuality central to a place's past and future. It is this underlying ethic that informs all of M-Group's preservation efforts.

M-Group provides a systematic approach to all historic preservation projects, small, large, rural and urban. We understand that historic and cultural resources encompass a wide range of both tangible and intangible features and our approach remains flexible and tailored to the project at hand.

We realize that historic and cultural resources often have strong ties to their communities. We are adept at public outreach and continuously emphasize clear and transparent communication with clients and stewards. Strong technical abilities, coupled with an understanding of the complexities of historic resources, ensures that our preservation services are both efficient and comprehensive.

Our staff expertise in built heritage, cultural landscapes and associated policies and incentives is complimented by long-term working relationships with allied professionals in a variety of fields. This gives M-Group the ability to provide robust historic preservation services for a wide variety of projects.

HISTORIC PRESERVATION SERVICES

- PRESERVATION PLANNING
- GENERAL PLAN ELEMENTS
- HISTORIC CONTEXTS
- HISTORIC RESOURCE INVENTORY
- HISTORIC STRUCTURE REPORTS
- CULTURAL LANDSCAPE REPORTS
- SECTION 106/CEQA COMPLIANCE
- ADAPTIVE RE-USE
- CONFORMANCE REVIEW
- CONSULTATION
- LOCAL, STATE AND NATIONAL REGISTER NOMINATIONS

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- **HISTORIC PRESERVATION**
- STAFFING SOLUTIONS

PROJECT EXPERIENCE



TOWN OF COLMA, CALIFORNIA | *HISTORIC PRESERVATION ELEMENT UPDATE*

The Town of Colma contracted M-Group to update their existing Historic Preservation Element of the Town's General Plan. The expectations at the outset centered on a desire by the Town to improve their historic preservation program while at the same time acknowledging limited availability of time and resources to perform intensive historic preservation efforts.

In order to produce a document well-tailored to this particular situation, M-Group performed a critical assessment of the relevancy and efficacy of the existing element. After careful review, M-Group's team conducted background research and drafted a historic context. M-Group was able to effectively update Colma's historic preservation policies and objectives to better reflect contemporary practices and encourage effective usage of available preservation incentives. A strong focus was placed on educational tools and methods of incentivizing preservation in order to reduce demands on the Town and redistribute them to encourage more community-wide preservation efforts.



CITY OF PETALUMA, CALIFORNIA | *HISTORIC RESOURCE INVENTORY UPDATE*

M-Group is in the process of performing an update of Petaluma's historic resource inventory. Petaluma's three historic districts, including two residential districts and one National Register commercial district were originally surveyed in 1990. M-Group has been charged with performing a systematic and thorough update of the identified districts that documents alterations and cites any threats to the integrity or significance of the identified resources. Upon completion, all survey results will be made accessible via the City's GIS website and the property documentation in compliance with the California Office of Historic Preservation guidelines will be available to all interested parties.



CITY OF SANTA ROSA, CALIFORNIA | *IMPLEMENTATION OF SPECIFIC PLAN*

M-Group staff worked with City staff to amend the City's Zoning Code to create a new zoning district for the Railroad Square area immediately surrounding the downtown train station. The new zoning district was developed to implement the Specific Plan while including particular sensitivity in order to facilitate compatible development in Santa Rosa's historic downtown.

Zoning Code updates also included development of an expanded discussion of the significance and defining features for each of Santa Rosa's six historic districts located within the plan area boundaries.

VARIOUS BAY AREA CITIES | *CEQA COMPLIANCE AND DEVELOPMENT REVIEW*

M-Group has completed CEQA compliance requiring evaluation of impacts to on-site historic resources or those located adjacent to project sites. Development review has required M-Group to evaluate impacts to historic vernacular, agricultural and landscape resources, as well as archeological resources. M-Group's evaluation is based on a keen understanding of the relevant historic context and a comprehensive understanding of tangible and intangible factors that may impact identified resources. M-Group takes pride in our ability to make informed evaluations and developed mitigation measures as needed.



M-Group planners have the ability to get to work from day one helping cities plan for the future.

We are able to provide both short and long term staff to assist with peak work-loads and fill in for vacancies. Staffing Solutions vary widely by city, and include:

- Counter duty
- Code enforcement
- Processing small projects
- Project planning for large projects
- Executing special projects, performing research
- Writing staff reports
- Resolutions, and
- Ordinances

We understand the importance of communication and collaboration within the City. M-Group strives to build strong relationships both within the cities we work with and within the communities they serve.

M-Group is well suited to provide independent design review on a range of projects. Our breadth of experience in multiple disciplines and our history of working closely with cities are key to our ability to assess good design in architecture, urban design and public space.

We look forward to working with you and your city.

STAFFING CLIENTS

- CITY OF BELVEDERE
- CITY OF COTATI
- CITY OF CUPERTINO
- CITY OF FOSTER CITY
- CITY OF HALF MOON BAY
- CITY OF HAYWARD
- TOWN OF LOS GATOS
- CITY OF MENLO PARK
- CITY OF MILPITAS
- CITY OF MORGAN HILL
- CITY OF MOUNTAIN VIEW
- CITY OF PALO ALTO
- CITY OF PETALUMA
- CITY OF PLEASANTON
- COUNTY OF NAPA
- CITY OF REDWOOD CITY
- CITY OF SAN CARLOS
- CITY OF SAN JOSE
- CITY OF SAN MATEO
- CITY OF SANTA CLARA
- CITY OF SARATOGA
- CITY OF SAUSALITO
- CITY OF SUNNYVALE
- CITY OF VALLEJO
- TOWN OF WOODSIDE

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- HISTORIC PRESERVATION
- STAFFING SOLUTIONS

PROJECT EXPERIENCE



CITY OF PETALUMA, CALIFORNIA | CURRENT PLANNING SERVICES

M-Group provides Petaluma with the full range of services required of an in-house Planning Division. M-Group restored full public counter coverage within the first week on the job and hired three former staff to provide continuity and institutional memory, helping the Division transition from an in-house to a contract model. Other M-Group staff were assigned to Petaluma, providing assistance where needed.

M-Group established credibility with the community and the City Council, and improved public perception regarding customer service. M-Group also took over projects previously managed by outside contractors, completing several significant projects for the City.

M-Group was awarded an initial one-year contract in July 2009. The contract was extended by the City Council for a two-year period and subsequently renewed for an additional year. Petaluma granted M-Group an additional three year extension for planning services in July 2013.



CITY OF HALF MOON BAY, CALIFORNIA | CURRENT PLANNING SERVICES

M-Group was chosen in mid-2013 to provide full time current and advanced planning staffing services for the City of Half Moon Bay's planning department. Previously, M-Group had provided staffing services to the City at various times between 2007 to 2011.

As an extension of full time City Planning staff, M-Group has been instrumental in developing administrative procedures and "how to" manuals for improving a wide range of customer services enabling the efficient and transparent delivery of various planning services.

M-Group staff is also coordinating the update and certification process for various General Plan, Housing Element and Local Coastal Plan amendments through the California Coastal Commission certification process. For example, M-Group staff assisted in coordinating the update to the General Plan Circulation Element, and securing critical Coastal Development Permits and Environmental Documentation for routine maintenance of the City's drainage facilities. M-Group staff was also a key factor in completing the backlog of Local Coastal Plan amendments that had been in review at the California Coastal Commission dating back to 2010 through 2013.

"We have found over the past three and a half years that M-Group has consistently provided quality work, professionalism, and responsiveness as well as very strong customer service. Additionally, they have been able to work within the City's considerable budget constraints."

—JOHN BROWN, City Manager, City of Petaluma

CITY OF SAN MATEO CALIFORNIA | CURRENT PLANNING AND DEVELOPMENT REVIEW

M-Group conducts design and development review for a range of projects, including single and multi-family additions, variances, use permits, planned unit developments, commercial and industrial tenant improvements. M-Group has also provided design and historical review services involving projects concerning exterior façade changes and renovations to historic properties. Our planners work closely with the Zoning Administrator and various city departments at all times to provide analysis and recommendations.

M-GROUP REFERENCES

CLIENT CONTACTS

M-GROUP'S WORK

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General Plan Update and EIR Management,
Staffing Solutions, Environmental Review

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Staffing Solutions, Environmental Review

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Housing Element Updates, Staffing
Solutions, Environmental Review

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Housing Element Update, Staffing Solutions,
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Guidelines, and Staffing Solutions

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Planning Officer
City of Sunnyvale
408.730.7435

Staffing Solutions, EIR Management,
Housing Element Update

*Additional references available upon request



STAFF REPORT

Meeting Date: September 9, 2014

Agenda Item #8G

Agency: City of Belmont

Staff Contact: Gilbert Yau, Public Works Department, (650) 595-7467, gyau@belmont.gov

Agenda Title: Final Subdivision Map and Maintenance Agreement for Condominiums at 2177 Carlmont Drive and Summary Vacation of a Public Utility Easement

Agenda Action: Resolution

Recommendation

Adopt resolutions approving the final subdivision map and authorizing the City Manager to execute the subdivision maintenance agreement for a 10 unit condominium at 2177 Carlmont Drive, and approving summary vacation of a public utility easement along the frontage of the property.

Background

The City Council approved a Tentative Map for the ten unit condominium subdivision on a vacant lot at 2177 Carlmont Drive on October 9, 2012. The 15,731 sq. ft. project site fronts upon a fully improved roadway with access to all required utilities, and is within walking distance of shops and businesses. The project will include a one-bedroom unit and nine (9) two-bedroom units. The submitted condominium plans denote that each unit would contain two floors of living space located over a basement garage. The garage level would include parking for twenty vehicles, a storage area, utility room, an elevator; trash/recycling area, bike rack, and a boiler room.

In addition, all supporting plans and reports (geotechnical investigation, traffic, air quality, grading and drainage plan, etc.) indicate that the proposed units would be suitable for the site. The subdivision owner is concurrently completing plans and specifications for building, grading, and improvements for this project.

Analysis

Per City's Subdivision Ordinance, all subdivisions of five units or more (major subdivisions) require City Council approval. The owner has now prepared the Final Subdivision Map for review and approval. This Final Map has been examined and checked for compliance with the approved Tentative Map, the City of Belmont Subdivision Ordinance No. 530 and the California Subdivision Map Act. The City Engineer has determined that the location and configuration of the lot created by this Final Map substantially comply with the previously approved Tentative Map. A copy of the final map is available for review at the Public Works Department.

A Maintenance Agreement has been reviewed and approved by the City Attorney. The developer will enter an agreement to maintain all private improvements within the development and by the "Declaration of Restrictions (CC&Rs) for the 2177 Carlmont Drive Homeowners Association" will later transfer the maintenance obligations to the homeowners association. The CC&Rs declares the association maintenance, repair and landscaping obligations, stating that the association shall maintain in good condition and repair at all times the common areas and association property. Features to be

maintained include but are not limited to landscaping, maintaining sight distance for vehicle access, parking areas, lighting, retaining walls, private walkways, building exteriors, detention basins, sidewalk, curbs and gutter, driveway along the property frontage to ensure that the property remains in clean and superior condition in accordance with approved plans, rules and regulations and applicable laws.

A vacation of approximately five-foot wide, eighty foot long public utility easement (PUE), located along the front property line is proposed as part of the project. The Council can summarily vacate a public service easement pursuant to and in accordance with the provisions of "Section 8333 Easements," subparagraph (a) of Chapter 4 of Part 3 of Division 9 of the Streets and Highways Code of the State of California, if the following findings are made:

1. The easement has not been used for public utility purposes for five consecutive years;
2. There are no in place public utility facilities that are in use and that would be affected by the vacation;
3. The public convenience and necessity does not require the reservation of any portion of the easement.

The State of California Government Code, Section 65402 requires that the Planning Commission review any request to vacate a PUE to determine if such request conforms to the City's General Plan. Subsequent to the General Plan conformity determination, vacation proceedings must be conducted as identified above. On July 3, 2012, the Planning Commission reviewed the General Plan and concluded that the relevant goals and policies are satisfied for the request to vacate this PUE.

The PUE has never contained utilities, and does not currently contain any utilities. Furthermore, all utilities for surrounding properties are delivered perpendicularly directly from the public right-of-way. Representatives from AT&T, PG&E, Comcast, and MPWD have indicated no objections to the vacation. The Department of Public Works (City Sewer) also has no objections to the vacation, as it has been deemed unnecessary for present or prospective public use. Lastly, the applicant has submitted "will-serve" letters for the supply of water, sanitary sewer, storm drain, electric/gas, telephone, and cable services.

Recordation of the Final Subdivision Map is subject to all requirements of law and the Subdivision Code of the City of Belmont with the following conditions:

1. Maintenance Agreement between the City of Belmont and the subdivider is executed.
2. Subdivider to submit a certificate from the San Mateo Tax Collector that there are no delinquent taxes against this property and the taxes for 2013-14 have been paid with a bond posted for the 2014-15 taxes.
3. Pay all fees, and satisfies all conditions required for recordation of the final map.

This action by the City Council is exempt under the California Environmental Quality Act (CEQA) Article 18, Statutory Exemptions, Title 14 of the California Code of Regulations, Section 15268(b)(3) Ministerial Projects, approval of Final Subdivision maps. Therefore, no further environmental review is required. Upon approval of the Final Map by City Council, a Notice of Exemption will be filed with the County Clerk of the County of San Mateo.

Alternatives

1. There are no alternative actions because approval of final map is ministerial once the condition of tentative map is satisfied.

Attachments

- A. Resolution approving final subdivision map and maintenance agreement
- B. Resolution summary vacate public utility easement
- C. Notice of Exemption

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE FINAL SUBDIVISION MAP AND MAINTENANCE AGREEMENT FOR THE TEN CONDOMINIUMS AT 2177 CARLMONT DRIVE

WHEREAS, the above entitled Final Subdivision Map has been submitted to the City Engineer who has determined that the subdivision as shown thereon is substantially the same as it appeared on the aforesaid tentative map and the provisions of law and of the Subdivision Code of the City of Belmont; and,

WHEREAS, the City Council is satisfied that the plan of subdivision set forth thereon, and that said map is in conformity with the aforesaid tentative map; and,

WHEREAS, the approval of Final Subdivision Map is statutorily exempt from the California Environmental Quality Act (CEQA) Statutory Exemptions, Title 14 of the California Code of Regulations Section 15268(b)(3) Ministerial Projects, and a Notice of Exemption is attached hereto; and

WHEREAS, the subdivider has agreed to enter a Maintenance Agreement with the City of Belmont for all private improvements within the development and by the “Declaration of Restrictions (CC&Rs)” has obligated the 2177 Carlmont Drive Homeowners Association to maintain in good condition all association property.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The location and configuration of the lot to be created by the 10 Condominiums at 2177 Carlmont Drive substantially comply with the previously approved Tentative Map.

SECTION 2. The Final Map is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Article 18, Statutory Exemptions, Title 14 of the California Code of Regulations Section 15268(b)(3) Ministerial Projects, approval of final subdivision maps.

SECTION 3. The 10 unit Condominium Final Subdivision Map is approved. Recordation of the Final Subdivision Map is subject to the condition that all requirements of law and the Subdivision Code of the City of Belmont be fully complied with in connection with said Final Subdivision Map and the following conditions:

- a) Maintenance Agreement between the City of Belmont and the subdivider is executed.
- b) Subdivider to submit a certificate from the San Mateo Tax Collector that there are no delinquent taxes against this property and the taxes for 2013-14 have been paid with a bond posted for the 2014-15 taxes.
- c) Pay all fees, and satisfies all conditions required for recordation of the final map.

SECTION 4. Maintenance Agreement is approved for execution by the City Manager.

SECTION 5. The City Clerk is hereby authorized and directed to endorse thereon her signature an order of this Council approving said Map and to affix thereto the corporate seal of the City of Belmont.

* * *

ADOPTED September 9, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE SUMMARY VACATION OF A PUBLIC UTILITY EASEMENT ALONG THE FRONTAGE OF 2177 CARLMONT DRIVE

WHEREAS, that certain map entitled, "Carlmont Village Subdivision" filed in the office of the County Recorder of the County of San Mateo, State of California on November 5, 1956 in Book 46 of Maps on Page 22, shows a 5-foot public utility easement along the northerly line of Lot 10 in Block 3 of said map; and,

WHEREAS the Council is authorized to summarily vacate a public service easement pursuant to and in accordance with the provisions of "Section 8333 Easements," subparagraph (a) of Chapter 4 of Part 3 of Division 9 of the Streets and Highways Code of the State of California; and,

WHEREAS, the Council hereby determines that the public convenience and necessity does not require the reservation of any portion of the public utility easement; and,

WHEREAS, the Council finds that the public utility easement has not been used for public utility purposes for five consecutive years and that there are no in place public utility facilities that are in use and that would be affected by the vacation.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council does hereby order under provisions of "Section 8333 Easements," subparagraph (a) of Chapter 4 of Part 3 of Division 9 of the Streets and Highways Code, a portion of the 5-foot public utility easement along the northerly property line of Lot 10, Block 3 in the Carlmont Village Subdivision in the City of Belmont is hereby vacated and that real property situated in the City of Belmont, County of San Mateo, State of California, as described in Exhibit 'A' and depicted in Exhibit 'B' attached.

SECTION 2. From and after the date of recordation of this resolution, the vacated 5-foot of public utility easement over and across a portion of lot 10, block 3 in the Carlmont Village Subdivision (2177 Carlmont Drive) will no longer constitute a public utility easement.

* * *

ADOPTED September 9, 2014, by the City of Belmont City Council by the following
vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"

**LEGAL DESCRIPTION
for the ABANDONMENT of a
5'-WIDE PUBLIC UTILITY EASEMENT**

All that certain real property situate in the City of Belmont, County of San Mateo, State of California, being the 5-foot wide Public Utility Easement along the northerly side of Lot 10, Block 3 as shown on that certain Map entitled "Carlmont Village Subdivision, Belmont, California", filed for record on November 5, 1956, in Book 46 of Maps at Page 22, in the Office of the Recorder of said County and State, being more particularly described as follows:

Beginning at a point on the southerly right-of-way line of Carlmont Drive at the northeasterly corner of said Lot 10;

Thence along the easterly line of said Lot 10, South $31^{\circ}26'39''$ East 5.33 feet to a point on the southerly line of said easement, said point being the beginning of a non-tangent curve concave to the north having a radius of 185.00 feet and to which a radial line bears South $11^{\circ}34'39''$ East;

Thence westerly along said curve and southerly line of said easement through a central angle of $25^{\circ}03'56''$ a distance of 80.93 feet to the westerly line of said Lot 10;

Thence along said line North $18^{\circ}46'34''$ West, 5.95 feet to a point on said southerly right-of-way line of Carlmont Drive; said point being the northwesterly corner of said Lot 10 and the beginning of a non-tangent curve concave to the north having a radius of 180.00 feet and to which a radial line bears South $14^{\circ}29'55''$ West;

Thence easterly along said curve and said right-of-way line through a central angle of $25^{\circ}30'00''$ a distance of 80.11 feet to the Point of Beginning.

As shown on Exhibit "B", the plat attached hereto and made a part hereof.

Description prepared by MacLeod and Associates, Inc.


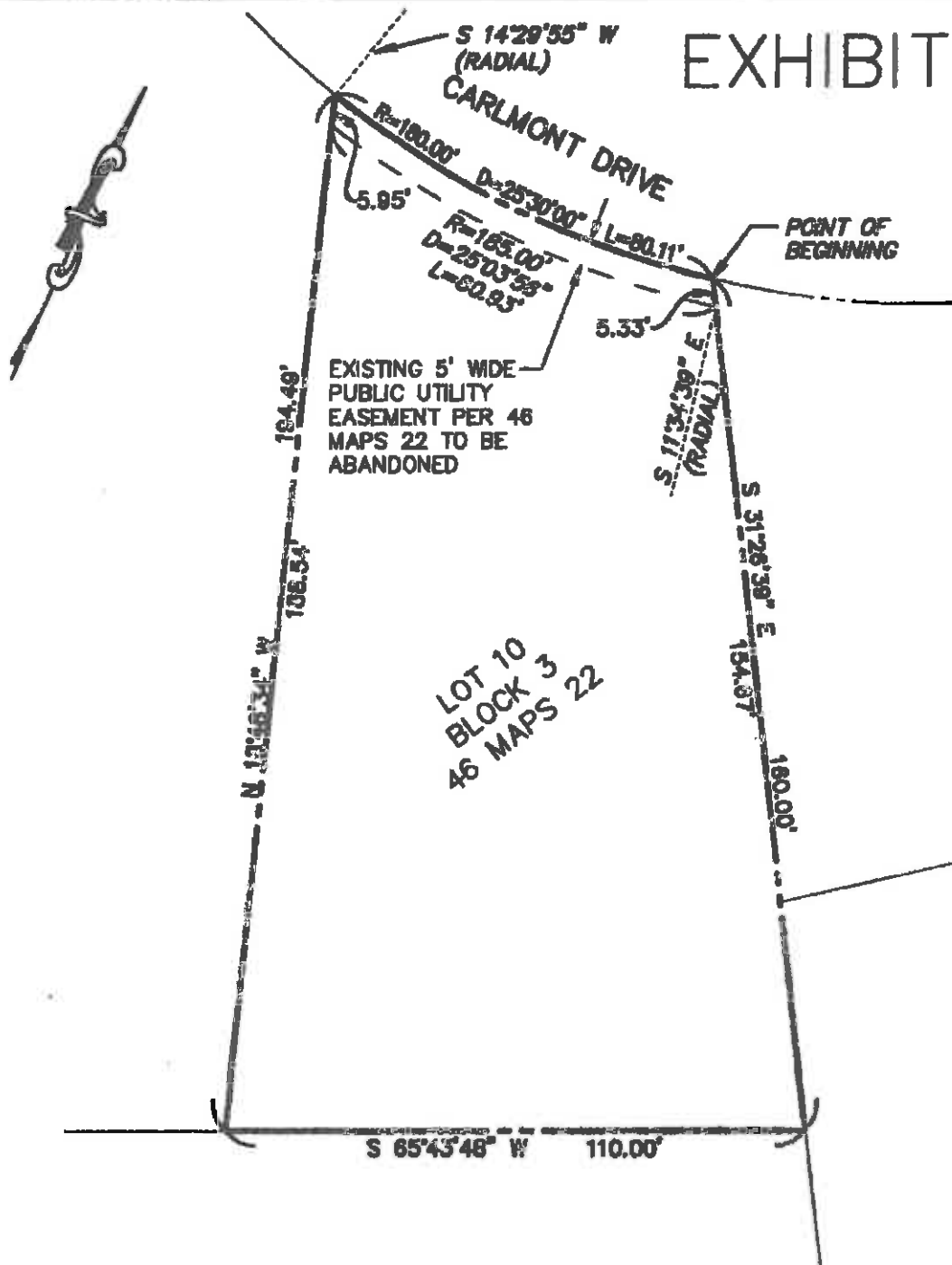

Daniel G. MacLeod L.S. 5304
3/21/11
Date



EXHIBIT "B"



TITLE: PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR EASEMENT ABANDONMENT PURPOSES

BELMONT

SAN MATEO COUNTY

CALIFORNIA

PREPARED FOR: DR. MARCO CHAVEZ

PLAT:
R.D.

SCALE:
1" = 30'

DATE:
03-16-11

JOB #:
2877-08

MACLEOD AND ASSOCIATES

CIVIL ENGINEERING • LAND SURVEYING

965 CENTER STREET SAN CARLOS CA 94070 (650) 593-8580

Notice of Exemption

Attachment 'C'

To: ___ Office of Planning and Research
PO Box 3044, 1400 Tenth Street, Room 222
Sacramento, CA 95812-3044

From: City of Belmont
Public Works Department
One Twin Pines Lane, Ste. 385
Belmont, CA 94002-3893

To: X County Clerk
County of San Mateo
555 County Center
Redwood City, CA 94063

Project Title: Final Subdivision Map for 10 Condominiums at 2177 Carlmont Drive

Project Location - Specific: 2177 Carlmont Drive, Belmont, CA

Project Location - City: Belmont

Project Location - County: San Mateo County

Description of Project: Final Subdivision Map for 10 Condominiums at 2177 Carlmont Drive.

Name of Public Agency Approving Project: City of Belmont Public Works Department

Name of Person or Agency Carrying Out Project: City of Belmont Public Works Department

Exempt Status: *(check one)*

- ☒ Ministerial (Sec. 21080(b)(1); 15268);
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a)),-
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☐ Categorical Exemption. State type and section number:
☐ Statutory Exemptions. State code number:)

Reasons why project is exempt:

The California Environmental Quality Act (Section 21000, et. seq. of the California Public Resources Code, hereafter CEQA) requires analysis of agency approvals of discretionary "projects." A "project," under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The proposed Final Map is a project under CEQA. Staff has reviewed the Project to determine the required level of review under CEQA. The proposed Project is exempt from CEQA under Section 15268(b) of Division 6 of Chapter 3 of Title 14 of the California Code of Regulations (State CEQA Guidelines). Section 15628(b) exempts ministerial approvals by public agencies from CEQA. Final Maps are specifically cited as a type of ministerial permit. Therefore, this project qualifies for the identified exemption.

The corresponding Tentative Subdivision Map for this project was reviewed under CEQA as part of its approval in 2012. An Environmental Mitigated Negative Declaration was prepared for the 10 Condominiums at 2177 Carlmont Drive and mitigation measures have been incorporated into the final project to reduce the impacts to less than significant levels. Consequently, pursuant to CEQA Guidelines Section 15628(b), no further environmental review is required for this Project.

Lead Agency

Contact Person: Gilbert Yau

Area Code/Telephone/Extension: (650) 595-7467

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ___ Yes ___ No

Signature: _____ Date: _____ Title: Public Works Director

☒ Signed by Lead Agency Date received for filing at OPR:

☐ Signed by Applicant

Date received for filing at OPR: _____



STAFF REPORT

Meeting Date: September 9, 2014

Agenda Item #10A

Agency: City of Belmont, City Council
Staff Contact: Jonathan Gervais, Parks and Recreation Director, jgervais@belmont.gov
Agenda Title: Barrett Community Center Ad Hoc Committee's Report to City Council
Agenda Action: Motion

Recommendation

Adopt a motion accepting the Ad Hoc Committee's report on the strategy for the future of the Barrett Community Center.

Background

Barrett School was built in 1949 as an elementary school for the increased population that was moving to suburbs after World War II. The school was built in the traditional school architectural style with three wings of classrooms (12 classrooms), restrooms, administrative offices, multi-purpose room (includes a small gym and theatre), and athletic field. In the 1960s, four additional classrooms were added to the east end of the site that is referred to as the "quad".

The School District began closing schools in Belmont in the 1980s due to lack of enrollment. Under California Education Code Section 17464, when a School District sells real property in California they must dispose of it according to a priority order which includes charter or other schools first and parks and recreation purposes second. Because there was not another education use at Barrett, the City requested the site for parks and recreation purposes. A dispute ensued that was eventually settled in the courts with a settlement agreement, and the athletic fields at Barrett, McDougal, and Cipriani were subdivided from the school property and sold to the City of Belmont. Also, as part of the agreement, the City acquired the buildings at Barrett.

The Barrett Community Center is used for education, recreation, theatre, and art studios. The Belmont Community Learning Center (BCLC) was created in 1982 by the Parks and Recreation Department to serve as a pre-school. The BCLC operates in three classrooms in the northern wing of the building and serves 75 children. The BCLC is a state accredited pre-school that offers day care from 7am to 6pm. Recreation programs at Barrett include thriving youth dance programs, adult exercise programs, and education classes. The Belmont Community Players also operate out of the Barrett Community Center holding performances during a two week period in the fall and keeping the tradition of Melodrama alive. The Department has an agreement with the Belmont Community Players for their use of the site. A community garden was added to Barrett with 24 plots for members to use.

In addition, the Barrett Community Center has been used extensively for art studios. When the Twin Pines Senior and Community Center was built in 1987 there was a group of artists occupying the building that was located on the site. The artist group formed into a non-profit corporation, moved to Barrett, and leased 26 studios converted from eight classrooms and ancillary rooms from the City in the middle and southern wings. The Department attempted to re-negotiate a lease with this group in 2010

and 2011, but negotiations reached an impasse and many of the artists moved out. There are 10 remaining studios designated for artists with some filled by artists remaining from the 1870 Artists Non-Profit Corporation.

The Barrett Community Center suffers from deferred maintenance. The structures, walkways and utilities have not been upgraded and are in generally poor condition. Major renovation on the property has consistently been deferred because of fiscal constraints and uncertainty about the future of the facility. Repairs and replacement have been reactive and mainly based on complaints. As a result, the weatherproofing (roofing, windows, doors), heating, air conditioning, plumbing systems, electrical systems, and accessibility requirements are problematic or non-existent. In 2011, the Parks and Recreation Department worked with the Building Inspector to conduct an assessment of the buildings condition. In August 2012, staff presented this item to the Parks and Recreation Commission which appeared to support the short term goals of modest improvements to make the facility more appealing and useable while starting the long term conversation about the future of the site.

This item is a City Council Priority with the goal of “developing a strategy for evaluating the long term future of the Barrett Community Center property.” In February 2013, staff presented an update to the Commission about the status of the Barrett Community Center. Staff described current conditions, improvements that had been completed, and planned upgrades in the near and mid-term. Following discussion, the Commission decided to consider creating an Ad-Hoc Committee for Barrett. In April 2013, the Parks and Recreation Commission formed an ad hoc committee to develop a strategy for the future of the Barrett Community Center, and in December 2013 the Committee updated the Commission on the progress of the report.

The Committee has held 15 meetings usually scheduled for the third Thursday of the month. The Committee consists of two members (originally four) of the Parks and Recreation Commission along with two staff. Public individuals who have expressed interest in the project have been invited to the meetings. The first few meetings were used to determine the current state of the facility and the management issues. The Committee then began discussing the methodology that would be used to develop a strategy for the Barrett Community Center. Discussions centered on the best way to evaluate the needs of the community and to measure the success of the Barrett Community Center in meeting those needs.

Analysis

The Committee presented the report to the Parks and Recreation Commission at the July 2014 Commission meeting. Changes were made to the report based on comments from the Commission including simplifying the recommendations section. At the August meeting, the Commission accepted the changes and moved unanimously to accept the report. Staff recommends that the City Council move to accept the Ad Hoc Committee’s report as the strategy for the future of the Barrett Community Center. By this motion, the Council would be supporting the action and recommendations of the Committee.

Alternatives

1. Continue the Item

Attachments

A. Barrett Ad Hoc Committee Report to City Council

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☒ Council*
☐ Staff
☐ Citizen Initiated
☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other

*City Council Priority Item

BARRETT COMMUNITY CENTER AD HOC COMMITTEE REPORT TO CITY COUNCIL September 2014



Belmont Parks and Recreation Department
30 Twin Pines Lane, Belmont, CA 94002
"Enhancing the Quality of Life for the Community"

BARRETT COMMUNITY CENTER AD HOC COMMITTEE REPORT TO CITY COUNCIL September 2014

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Attachments

- A. Maps of the Barrett Community Center
- B. Barrett Community Center Recreation Programs
- C. List of Deferred Maintenance Items
- D. Short Term Facility Improvements at Barrett
- E. Survey Results

Principal Authors:

Craig Michaels	Chair, Parks and Recreation Commission
Thea Runyan	Parks and Recreation Commissioner
Tim Wong	Former Parks and Recreation Commissioner
Eric Sullivan	Former Parks and Recreation Commissioner
Jonathan Gervais	Parks and Recreation Director
Sinead Cunningham	Recreation Specialist

Executive Summary

The Barrett Community Center is located in Belmont California on approximately five acres of land and includes original school buildings and associated courtyards that have been converted to recreation use, athletic fields, a community garden, and a playground. The Barrett Community Center is currently serving many of the recreational needs of the community and the buildings and grounds have been creatively adapted for recreation activities. However, today's Barrett Community Center will never function as a modern community because its buildings suffer greatly from deferred maintenance. Also, its original school design, with a decentralized layout, does not serve to create or foster engaging community connections.

The Barrett site presents a unique opportunity to the Belmont community to create a thriving community center, with opportunities for partnerships that could greatly enhance the quality of life in Belmont. Because of the cost and effort involved, the Ad Hoc Committee recommends pursuing the project through the creation of a steering committee, with broad representation, at a time when Council believes the community is ready.

I. Committee Mission

The Belmont City Council included the Barrett Community Center on the City Council Priority List in 2012, asking the Parks and Recreation Department to develop a "Strategy for the Future of the Barrett Community Center". The Parks and Recreation Department worked with the Parks and Recreation Commission to create the Barrett Ad Hoc Committee in 2013 with four members of the Commission to meet the charge of the City Council. The goal of the Committee is to develop a report on the Barrett Community Center for presentation to the City Council. In its efforts to develop this report, the Committee conducted the following activities:

- Examined Barrett's existing facility and programs
- Evaluated the roles of Belmont's current facilities and programs in meeting the recreational needs of the community, including identifying new opportunities
- Evaluated how a new facility at Barrett could fill any gaps in the recreational needs of the community not served by current facilities
- Evaluated some options for pursuing a project, including partnerships with other agencies and organizations
- Prepared the report and recommendations

The Committee was not tasked with public outreach, determining funding sources, or architectural and engineering design. This report was prepared by the Committee and staff, and did not include consultant support.

II. Barrett Today

Location

The Barrett Community Center is located in Belmont California and is bordered on the north by Belburn Avenue and on the south by Ralston Avenue. Houses border the site to the east and west (Attachment A). The site has two addresses: 1870 Ralston Ave and 1835 Belburn Avenue and is approximately 5.1 acres in size. The Barrett site includes school buildings with 20 classrooms, offices, a multi-purpose room, bathrooms, and utility rooms totaling about 27,664 square feet. The space has been creatively modified over time to accommodate other uses, including theatre, art, and dance programs. There are 41 parking spaces on the Ralston side parking lot and 14 on the Belburn side of the buildings.

History

Barrett School was built in 1949 as an elementary school to accommodate the increased population moving to the suburbs after World War II. The school was built in the traditional school architectural style at that time, with three wings of classrooms (12 classrooms), restrooms, administrative offices, multi-purpose room (includes a small gym and theatre), and an athletic field. In the 1960s, four additional classrooms were added to the east end of the site that is referred to as the “quad”.

During the 1980s, the Belmont/Redwood Shores School District began closing schools in Belmont due to a lack of enrollment. Under California Education Code Section 17464, when a School District disposes real property in California they must dispose of it according to a priority order: first to charter or other schools and second for parks and recreation purposes. Because there was not another education use for Barrett at that time, the City requested the site for parks and recreation purposes. A legal dispute ensued that was eventually settled, resulting in the transfer of the buildings and athletic fields at Barrett School, the athletic fields at McDougal School, and the athletic fields at Cipriani School to the City of Belmont. Due to the nature of the acquisition, the Barrett site can only be used by the City of Belmont for parks and recreation purposes.

Current Recreation Use

The Barrett Community Center includes school buildings and associated courtyards that have been converted to recreation use, athletic fields, a community garden, and a playground. The Barrett Community Center is currently serving many of the recreational needs of the community who have creatively adapted the old school buildings and grounds for modern recreation use.

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The following types of recreational activities are currently offered at the Barrett Community Center:

- Education and enrichment programs
- Arts and cultural activities
- Health and fitness programs
- Youth Sports
- Playground
- Summer Camps
- Community Garden

The Parks and Recreation Department offers recreation programs, rents space to artists, and works with partner organizations to run additional activities at Barrett. About 90% of Barrett's space gets used, at one time or another, for recreation programs, activities, or events. The site is heavily used during the after-school hours for education and enrichment classes, after-school programs, and youth sports. Year-round activities at the site include the artist studios and the pre-school. The quietest times at the facility are weekday mornings and on Sundays. Depending upon the season, Saturday is a heavily used day by youth soccer and youth softball. Attachment B shows the timing of the recreation programs at Barrett. The site generates rental revenue from mostly non-profit recreation providers that rent space for recreation programs, the ten artist studios, and summer camps.

Classes at Barrett are taught by contract instructors to students who register through the Department. The programs and activities for the Department are identified in the Recreation Activity Guides, which are sent to each household in Belmont and Redwood Shores three times a year. Enrollments have been increasing; reaching an all-time high in Fiscal Year (FY) 2013 of almost 7,000 (includes all persons registering for recreation classes, across all Belmont sites). This has helped generate revenue for the general fund. Recreation programs generated over \$700,000 in gross revenue FY2013, with about half of that coming from classes and camps at Barrett. Much of the program successes have come from partnerships with other recreation service providers. In these cases, the Department provides the space, marketing, and administrative support, while the partner delivers the classes, camps, or other services.

The Department plans to continue to build on the success in recreation programs by strengthening its ties to existing partners at Barrett, including the Heartbeat Dance Academy and Footsteps After Care Program. In addition, the Department plans to generate increased participation in enrichment programs at Barrett, including theatre, dance, music, and carpentry, as well as create opportunities for new programs to be offered at Barrett.

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Current recreation programs at the site include:

Dance Program

The dance program in partnership with the Heartbeat Dance Academy receives over 500 registrations per year. It provides reasonable priced recreation dancing programs for the community for all dance levels. The programs generate significant gross revenue for the City (about \$200,000 annually), while providing a quality recreational opportunity for the community. Two high-quality dance floors have been installed in support of the program and another room was remodeled to serve as a dedicated office.

Pre-School

The Belmont Community Learning Center is a State Licensed Child Care program that provides instruction for up to 75 children in three classrooms at the Barrett Community Center. The program has been operating since 1982 and has been growing in recent years. The program serves children from two and a half through five years old and runs between 7:00am to 6:00pm, Monday through Friday, year-round. The Department has worked diligently to make improvements to the Belmont Community Learning Center, including improvements to the facility for child safety and comfort, improvements to the curriculum, snack selection, fundraising, administrative policies, and pricing structure. The goal is a self-sustaining program that provides high quality education. Program revenue covers all the direct costs of the program.

After-School Programs

The Parks and Recreation Department has created a partnership with the Footsteps After Care program to serve the needs of local school children requiring after-school programs. Students are transported from Fox Elementary and Central Elementary after school five days a week to Barrett for programs in three classrooms. The City receives a percentage of the registration fee from the after-school students at Barrett.

Enrichment Classes

Other programs continuously take place at Barrett, including kids' carpentry and Lego engineering classes, adult exercise and Jazzercise classes, and special events, like the Bike Rodeo.

Youth Sports

The athletic field at the Barrett Community Center is used extensively during the fall for youth soccer and during the spring for youth softball. Use includes weekday afternoon practices and games on Saturdays. The basketball court also serves both youth and adults, year-round.

Playground & Drop-in Recreation

The playground at Barrett includes swings and two play structures and the site is used as a gathering place for locals to picnic or meet for play dates. The playground receives a significant amount of use from the community on a drop in basis. Recently, the Belmont Rotary Club assisted the Parks and Recreation Department in making improvements to the playground.

Summer Camps

Barrett is used for summer camps, including both camps run by the Parks and Recreation Department and space rented to other summer camp providers. Summer camps managed by the Department include specialty camps focused on a particular skill such as filmmaking, engineering, or science. Rentals include organizations that run other summer programs, such as Camp Edmo and Christina's Art Adventure Camp. These programs generate about \$20,000 of the annual \$85,000 to \$100,000 in rental revenue from Barrett.

Teen Drop-in Program

The Parks and Recreation Department is providing drop-in recreation programming at no cost, primarily for Ralston Middle School students who have early release on Wednesday. This drop-in program has been serving from 40 to 60 teens at Barrett on Wednesday afternoons. Activities are supervised and include outdoor sports and play.

Community Garden

A 24-plot community garden is located at Barrett providing residents with an opportunity for recreational gardening. Gardeners pay a small yearly fee, to cover water usage and the plot.

Theatre

The Department runs theatre programs for youth at the site, as well as using the theatre for its Pre-School Christmas events. The Belmont Community Players also operate out of the Barrett Community Center, holding performances during a two-week period each fall. The Department has an agreement with the Belmont Community Players for their use of the site.

Art Studios

There are ten remaining artist studios at Barrett. When the Twin Pines Senior and Community Center was built in 1987, there was a group of artists occupying a building located on this site. The artist group formed into a non-profit corporation, moved to Barrett, and leased from the City 26 studios (converted from 12 classrooms in the middle and southern wings). The Department attempted to re-negotiate a lease with this group in 2010 and 2011, but negotiations reached an impasse with many of the artists subsequently moving out of Barrett. Ten studios remain at the site and generate about \$20,000 in annual rental income for the City.

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In addition to recreation programs, Barrett is used by the Parks and Recreation Department for administrative support and maintenance activities (including supply storage and repair activities) at the site and nearby parks. Areas of Department use include the garage on the Belburn side of the facility, the office, and one classroom at Barrett.

In addition, the Parks and Recreation Department also rents space at Barrett to other recreation providers and for special event usage. Rentals are governed by the Facility Use Policy and rates are based on facility capacity, residency, and the for-profit or non-profit status of the renting groups, with the Department relying upon comparison studies to help set the rates. The Department has been consistently increasing rental revenue from the facilities. Barrett generates about \$85,000 to \$100,000 in gross revenue per year from these rentals. Beyond generating revenue, these events fulfill an important community service by providing a place for local non-profit groups to meet.

Facility Condition and Layout

Even with all the activities, programs, and events, the current Barrett Community Center will never function as a modern community center in its current state because the buildings suffer greatly from deferred maintenance. And, it was constructed as a school with a layout that does not serve to create a sense of community. When Barrett School closed in the 1980s, the facilities were already in poor condition. Deferring basic maintenance continued for the next 30 years, with minimal improvements made to the facility. The structures, walkways, and utilities have not been upgraded and are in generally poor condition. Major renovation on the property has consistently been deferred because of fiscal constraints and uncertainty about the facility's future. Repair work has been reactive and mainly based on complaints. As a result, the weatherproofing (roofing, windows, doors), heating, air conditioning, plumbing systems, electrical systems, and accessibility requirements are problematic or non-existent.

In 2011, the Parks and Recreation Department worked with the Building Inspector to conduct an assessment of the buildings, identifying \$3,000,000 to \$4,000,000 of repair projects required simply to bring the facility up to current standards. Attachment C includes a list of the deferred maintenance items. The following items are included in the cost estimate:

- Electrical system needs to be entirely replaced
- All roofs and gutters need to be entirely replaced, as they are beyond repair
- Heating system needs to be added in the south and middle wings
- Paint on wood surfaces needs to be removed professionally and repainted

Recently, the Parks and Recreation Department has been making modest repairs to the site, including exterior painting, parking lot resurfacing, trip hazard removal, and signage

improvements. The repairs have improved the safety, usability and aesthetics of the facility. The Department plans to continue with minor repairs and improvements, with the short-term goal of making as many parts of the facility safe and useable. Attachment D includes a listing of the short term facility improvements at Barrett.

In addition to the condition of the facility, its layout severely limits the ability of the site to meet the needs of a community center. Simply put, the site was built as a school, not a community center. Some of today's design and programming challenges for Barrett include:

- The current configuration does not allow for strong community connections. The site has an extensive number of entrances and exits, making it difficult to centrally staff, with no one person having a good sense of who is using the facility at any given time. There is no front desk that everyone must pass, nor an easy way to centrally monitor the activities at the site. There are many hidden areas behind buildings and interior courtyards. It is a very difficult site to manage.
- A lack of large community spaces for activities or events. Barrett does not offer a central square, pavilion, or meeting place.
- Limited amenities for community members. There are limited bathroom facilities at Barrett. In addition, there is poor signage at both the exterior and interior of the site.

Because of these limitations, the site will never become a true community center or fulfill its community potential in its current form. Even though the Department and its partners have built a variety of successful programs at Barrett, the overall layout is not conducive to fostering a sense of community. As such, there is little cohesion between the site and programs, which limits the overall effectiveness of the facilities. Therefore, the committee believes action is required to develop a new community center on the Barrett site.

III. Opportunity for Barrett

The Barrett site presents a unique opportunity to create a thriving community center, with opportunities for partnerships, which could greatly enhance the quality of life in Belmont. Barrett is centrally located in Belmont, with easy access to major roadways and is walkable from many of the neighborhoods. The site is large, at just over five acres, and is situated on one of the few flat locations in Belmont. The location and size are positive factors when considering the future of Barrett.

The Barrett Ad-Hoc Committee's strategy in evaluating the future of Barrett included:

- Constructing a framework to conduct a Parks and Recreation needs analysis for Belmont
- Gathering information about Parks and Recreation services and Belmont facilities

- Connecting the information to the needs of the community
- Analyzing findings for each Parks and Recreation service areas
- Developing potential community center themes for Barrett

Constructing a framework to conduct a Parks and Recreation needs analysis for Belmont

A needs analysis enabled the Committee to take a snapshot of the current Parks and Recreation situation in Belmont, across all its facilities. This process helped us understand areas where Belmont is adequately serving its community, areas where Belmont is underserved, and provides guidance on improvements to the Barrett site to solve for these underserved needs.

First, the Committee identified major Parks and Recreation service categories. These are “global” services that most Parks and Recreation departments are tasked in providing their communities. This list served as the backbone for the needs analysis and provided focus and clarity to the Committee as it discussed ways for Barrett to better serve Belmont. These service categories reflect the mission of the Belmont Parks and Recreation Department to “ensure and enhance the quality of life for the Belmont community by providing cultural, social, and recreational opportunities in the City’s parks, recreation facilities, and open space.” The service categories are:

1. **Athletic fields** – The Belmont community cares deeply about providing opportunities for organized sports activities. The Parks and Recreation Department provides the backbone of this system by maintaining and improving all the public athletic fields in Belmont (including the School District sites), scheduling field use, and resolving differences between athletic field users.
2. **Developed park areas** – The Parks and Recreation Department provides parks and playgrounds throughout the City for the community’s enjoyment, including playgrounds, picnic areas, public spaces, and landscaped areas that benefit the residents.
3. **Open Space** – Open space trails and natural areas are also an important charge of the Parks and Recreation Department, including the maintenance and improvement of these areas for the community.
4. **Education and Enrichment** – The Parks and Recreation Department also serve the community by providing education and enrichment opportunities, including classes in such activities as dance, engineering, and cooking. The goal is to provide enrichment opportunities that are not being met by local schools or by other providers.
5. **Arts and Culture** – The Parks and Recreation Department plays a supporting role in providing arts and cultural opportunities for the community. Activities include supporting artists by providing artist studios, assisting in the summer concert series, and working with local theatre groups.

6. **Health and Fitness** – A function of Parks and Recreation is to provide opportunities for the community to stay healthy and fit by providing locations for physical activity in the parks, recreation facilities, trails and through organized fitness classes. The function has also been expanded in recent years to include health and nutrition education through partnerships with local healthcare providers, San Mateo County, and other community advocates.

Once the service categories were defined, the Committee examined the Parks and Recreation facilities that are currently being used to provide these services. For completeness, it also listed other community or commercial facilities available that can support these services as well. The facilities include:

- **Barrett Community Center** – buildings and fields
- **Twin Pines Campus** – Senior & Community Center, Lodge, Cottage, Manor, and park
- **School Athletic Fields** – School District fields including Fox, Central, Nesbit, and Ralston and City athletic fields, including Cipriani and McDougal fields
- **Belmont Sports Complex** – athletic fields and conference center
- **Neighborhood Parks** - 10 community parks
- **Public & Private facilities** – examples include the Jewish Community Center in Foster City, Pacific Athletic Club in Redwood City, the Oracle gym, SM Gymnastics in Belmont, and private dance studios
- **Open Space** – Waterdog Lake Open Space, John Brooks Open Space, and the San Juan Canyon Open Space

Gathering information about Parks and Recreation services and Belmont facilities

The Committee then set out to gather as much information about the main Parks and Recreation services, what they mean to the community, and how Belmont's current facilities meet these Parks and Recreation services and community needs. Information sources included:

- Community surveys
- Community and group discussions
- Community and Department observations
- Community and Department aspirations
- Neighboring community standards and practices
- Standards and policies defined by National Parks and Recreation Association
- Standards and policies defined by other public and private associations

Connecting the information to the needs of the community

The Committee then established a baseline requirement for each of the required services. For some, the baseline standard was established using quantitative metrics:

1. **Athletic fields** – One field per 3,100 residents based on averages of nearby cities including San Mateo, Foster City, San Carlos, and Redwood City.
2. **Developed park area** – Two acres of playgrounds and picnic area per 1,000 residents based on averages of nearby cities including San Mateo, Foster City, San Carlos, and Redwood City.
3. **Open Space** – Three acres of open space per 1,000 residents based on averages of nearby cities including San Mateo, Foster City, San Carlos, and Redwood City.

For the other service areas, the baseline was established using more qualitative methods, including the Committee's perceptions, interpretation of survey results, and discussions with the community:

4. **Education and Enrichment** – The Committee utilized the experience and expertise of the committee members, along with discussions with local school representatives to evaluate educational and enrichment opportunities in Belmont.
5. **Arts and Culture** – The Committee used survey results along with an evaluation of the locally offered arts and cultural shows and events to evaluate this service area. This was challenging because it is more subjective than the other service areas.
6. **Health and Fitness** – The Committee analyzed survey results and evaluations of nearby gyms and fitness centers to gain a better understanding of the health and fitness needs and opportunities and requirements in the community.

With these quantitative and qualitative baselines, the Committee calculated or "mapped" how well each facility supports each service category into the following table:

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NEEDS ASSESSMENT TABLE FOR THE CITY OF BELMONT

	COMMUNITY NEEDS QUANTIFIABLE			COMMUNITY NEEDS NON-QUANTIFIABLE		
	Athletic Fields ¹	Developed Park Area ²	Open Space ³	Education & Enrichment	Arts & Culture	Health & Fitness ⁴
BELMONT FACILITIES						
Barrett Community Center	10%	4%	N/A			
Twin Pines Park	N/A	15%	N/A			
School Athletic Fields ⁵	77%	N/A	N/A			
Belmont Sports Complex	43%	4%	N/A			
Neighborhood Parks (10)	N/A	38%	N/A			
Public & Private Schools and Nearby Public & Private Facilities	N/A	4%	N/A			
Public Open Space	N/A	N/A	429%			
Totals	130%	65%	429%			

Notes

- Standard is one field per 3,100 residents based on averages of nearby cities. Belmont has one field per 2,167 residents, 30% more than the standard.
- Standard is two acres of playgrounds and picnic area per 1,000 residents based on averages of nearby cities. Belmont has gap of 35%.
- Standard is three acres of open space per 1,000 residents based on averages of nearby cities. Belmont is 429% over the standard.
- This column includes nearby recreation centers, aquatics facilities, and both public and private gyms.
- Fox, Ralston, Central, Nesbit, McDougal, and Cipriani.



None to Minimal benefit in
meeting the community's needs



Some benefit in meeting the
community's needs



Full benefit in meeting the
community's needs

Analyzing findings for each Parks and Recreation service area

The Committee then looked at each service area, especially those below the baseline levels, and tried to find information, observations, and aspirations to help describe the community needs, Parks and Recreation challenges, and opportunities for an improved Barrett. Please note, this list is not meant to be exhaustive, nor prioritized in any manner.

1. Athletic fields

- Compared to neighboring cities, Belmont has sufficient athletic field space for the population. There is a perception that Belmont does not have adequate field space, however this is mainly a scheduling issue because the sports leagues tend to request the same timeframes and have overlapping seasons.

2. Developed park area

- There are limited central meeting places in Belmont for the community to gather. The Twin Pines Senior and Community Center is a community center that primarily serves two functions: senior programs and rentals.
- Playground opportunities for Belmont kids are less than for neighboring communities.
- Belmont is a community that can benefit from better connections between residents in single-family homes, those in apartments, local business, and non-profits organizations. The Library has taken steps to connect the community, but more is needed.

3. Open Space

- Belmont has an abundance of open space.

4. Education and Enrichment

- Belmont has a lack of activities for teens.
- Belmont has the opportunity to provide positive after-school experiences for the increasing school-age population.
- The Belmont/Redwood Shores School District is in need of middle school space.
- Recreation programs need to compliment the development of 21st century skills
- Emerging programming opportunities include more Science, Technology, Engineering, and Mathematics (STEM) programming, do-it-yourself classes, and entrepreneurship classes/partnerships. These programs can instill first-time job skills in youth, as well as provide both personal enjoyment and skills sharpening for older participants.

5. Arts and Culture

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- The area appears to have sufficient access to arts and cultural activities because of the extensive opportunities available in the surrounding areas.

6. Health and Fitness

- Belmont has a lack of aquatic facilities and community surveys indicate this is highly desired.
- Belmont's aging population could benefit from more senior-orientated physical activity programs.
- Belmont's youth need recreation programs focused on health and wellness.

Developing Potential Community Center Themes for Barrett

From these findings, the Committee developed potential themes for a new community center to help satisfy the unmet Parks and Recreation needs in Belmont. No one solution can be crafted without the input of Council, community, and others. However, to help move the strategy discussion forward, the Committee wanted to provide some creativity and thought, by including a few overarching themes that were developed with the following process:

- Prioritize the recreational opportunities needed to best serve the needs of Belmont, using them as "building blocks" for potential themes.
- Create a vision statement for each potential theme, enabling an efficient way to describe Barrett's future.
- Highlight key aspects of each theme, along with potential partnerships and development outreach possibilities.
- Validate these aspects against the main Parks and Recreation services outlined above.

The Committee developed the following potential themes to consider for the future of the Barrett Community Center.

Theme #1 – Staying Fit Sports Center

Focus on the physical training and education, as well as general wellness for the entire Belmont community. Take advantage of the year-round mild climate to host a variety of indoor and outdoor activities, sports, and programs. Serve as a center for city-wide wellness education and services.

Theme #2 – Play & Picnic Grounds

Focus on providing a range of physical activities and programs for our youth, families, and community members. Create a "commons" for Belmont that serves as the central meeting area

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with large open spaces for play, picnic, and socializing. Provide community space to host festivals, with ample gathering and food options provided by concessionaires.

Theme #3 – Lifelong Learning Campus

Focus on a diverse array of educational programs to serve the entire Belmont community. Offer engaging programs based on current and future needs of the area. Support both “analog” and “digital” courses. Provide resources for multiple providers to offer classes and programs. Create a supportive atmosphere for arts and cultural events, either city sponsored or community led.

Theme #4 – Blended Approach

Focus on leveraging the most desired elements from the three other themes to create a facility that best meets a variety of community needs.

To provide additional context to these themes, the Committee included more details in the following table. Please note, these are only preliminary thoughts and should not be taken as fully designed or developed requirements.

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THEMATIC COMPARISON TABLE

Theme	Focus	Indoor Facilities	Outdoor Facilities	Management Options/Partners
Staying Fit Sports Center	Teens and adults	<ul style="list-style-type: none"> 25,000-30,000 square feet Large gym with an aquatic center, community meeting rooms, workout studios, and a teen center 	<ul style="list-style-type: none"> Improved athletic field or Small sports complex 	<ul style="list-style-type: none"> City of Belmont Private Business Partner for a sports center Non-Profit Partner for a gym or aquatic center
Play & Picnic Grounds	Families	<ul style="list-style-type: none"> 5,000-10,000 square feet Small community center with recreation rooms, workout studios, and community meeting rooms 	<ul style="list-style-type: none"> Extensive playgrounds Picnic areas Amphitheater for festivals & music Outdoor exercise equipment Basketball courts Splash pad/water play area Improved athletic field Dog park 	<ul style="list-style-type: none"> City of Belmont Non-Profit Partners to run programs in the park Concessionaires to provide amenities and generate revenue
Lifelong Learning Campus	All ages	<ul style="list-style-type: none"> 15,000-25,000 square feet New school-type facility that includes a middle school academy, community classrooms, studios and workshops, a theater, library annex, and a technology center 	<ul style="list-style-type: none"> Improved athletic field Outdoor learning exhibits Learning playground School gardens 	<ul style="list-style-type: none"> City of Belmont Belmont/Redwood Shores School District Private or Non-Profit Education Partners Belmont Library Community College District Tech Institute
Blended Approach	All ages	<ul style="list-style-type: none"> 10,000-20,000 square feet Small community center with workout studios, library annex, teen center, community meeting rooms, and aquatic center Middle School Academy 	<ul style="list-style-type: none"> Improved athletic field Large playground Picnic area 	<ul style="list-style-type: none"> City of Belmont Belmont/Redwood Shores School District Private and Non-profit education and enrichment partners Private or non-profit aquatic operator Belmont Library

IV. Recommendations

The Committee recommends that City Council consider the following:

1. The Committee recommends that the Parks and Recreation Department continue minor improvements to ensure the facility is safe and usable, including the improvements outlined in Attachment D. The Committee does not recommend spending large amounts of funds to improve the structural defects of the facility, including electrical, roofing, and heating and cooling systems.
2. The Committee recommends that a new facility be built on the site. The Committee recommends that City Council consider the timing of this project in relation to the other priorities for the City of Belmont. The annual budget cycle is an appropriate time to consider adding funds for project planning.
3. Because of the cost and effort involved, the Committee recommends pursuing the project through the creation of a Steering Committee, with broad representation, to assist staff in developing a Master Plan including schematic designs and cost estimates. This Steering Committee should include a representative from the following organizations:
 - City Council
 - Planning Commission
 - Parks and Recreation Commission
 - Finance Commission
 - Belmont/Redwood Shores School District Board or Staff Member
 - Belmont Library Representative
 - Fundraising (Development) Expert from the Community
 - Neighborhood Representative
 - Youth Representative
 - Youth Sports Representative

The Committee recommends selecting members of the Steering Committee during the annual commissioner application process allowing the Council to identify community members who express an interest in the project. A rigorous marketing campaign is suggested to generate interest and support for membership on the steering committee.

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The Steering Committee should assist staff in conducting a process similar to that conducted for the Belmont Library, including:

1. Develop a Master Plan for the site
2. Conduct a public outreach campaign with community meetings, focus groups, and surveys
3. Review current uses to evaluate which recreational activities should continue in a new community center
4. Develop a funding plan
5. Make recommendations to the City Council on how to proceed with the project

It is estimated that the initial efforts of public outreach and Master Plan preparation would cost approximately \$125,000 for professional assistance.

V. Conclusion

The Barrett Community Center presents a unique opportunity to leave a legacy for the Belmont community. The current facility is beyond major repair, lacks a community center layout, and should be abandoned in favor of a new vision for the site. The site is sufficiently large, benefits from a flat topography, and is located in the center of town. All of these elements further the cause to rebuilding a community center on this site. The Committee recommends proceeding with a planning process when the community is ready. Done well, a new facility will greatly enhance the quality of life in Belmont and become a treasured community asset, similar to the Belmont Library.

Future plans for the site also need to be coordinated with other Belmont planning and improvement efforts, including:

- Ralston Avenue Corridor Transportation Study
- Belmont's General Plan
- The Parks, Recreation, and Open Space Element of the General Plan
- Infrastructure Committee of the Belmont City Council planning
- Belmont/Redwood Shores School District planning
- Economic development plans
- Safe Routes to School Program

Attachment A

Maps of the Barrett Community Center

Three pages:

1. Location Map
2. Aerial Photo
3. Color coated map of rooms



Attachment A- Map of Barrett



Attachment A- Map of Barrett

To Belburn Ave



Belmont Parks and Recreation "Enhancing the quality of life for the community"

Map not to scale

Attachment B

Barrett Community Center Recreation Programs

This spreadsheet is color coated to match the last map in
Attachment A

Attachment B
Barrett Community Center
Recreation Programs

Program Name	Estimated Weekday Attendance (per day)	Estimated Weekend Attendance (per day)	January	February	March	April	May	June	July	August	September	October	November	December
Adult Recreation Classes	30	25												
Artist Studio Rental	5	5												
Belmont Community Learning Center Pre-School	75	0												
City Summer Camps	50	0												
Community Garden	5	10												
Drop in Recreation (Field, Playground, Blacktop)	40	75												
Footsteps After School Program	65	0												
Heartbeat Dance Program	75	0												
Summer Camp Rentals	75	0												
Theatre, Music, Carpentry, Exercise & Language Programs	25	10												
Youth Sports (Spring Softball, Fall Soccer)	75	125												
Total	520	250												

Attachment C

List of Deferred Maintenance Items

Spreadsheet of Deferred Maintenance

Attachment C
Barrett Community Center
List of Deferred Maintenance Items

REPAIR / REHABILITATION	ESTIMATED COST
Install a hot water system	\$250,000
Install a heating system	\$500,000
Repair or replace asphalt surfaces throughout the site	\$250,000
Roofing replacement required on all buildings	\$750,000
Repair water damage and wood decay throughout buildings	\$500,000
Remove all peeling paint	\$100,000
Seismic Strengthening of the Facility	\$500,000
Replace original electrical system	\$500,000
Repair uplifted walkways throughout site	\$50,000
ADA Improvements throughout the site	\$500,000
Total Cost for Repair/Rehab	\$3,900,000

Attachment D

Short Term Facility Improvements at Barrett

Spreadsheet

Appendix D
Barrett Community Center
Short Term Facility Improvements

Project Name	Estimated Cost	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Paint Quad Rooms	\$2,000																		
Pre-School Entrance & Sand Box Shade Structure	\$10,000																		
Interior Wall Removal	\$2,500																		
Remodel Bathroom- ADA and Unisex	\$25,000																		
Install Security Gates	\$15,000																		
Rekey All Locks	\$5,000																		
Chip and Seal Loose Paint & Repaint Overhangs (TBD)	\$75,000																		
Repair Sidewalk Pavement on Belburn Side (TBD)	\$35,000																		
Total	\$167,500																		

Completed Projects:

Ralston Side Parking lot Improvements
 West Courtyard Landscaping
 Painting Project with Rebuilding Together
 Dance Office Remodel
 Main Office Improvements
 Playground Remodel with Rotary Club
 Safety Fencing near Quad
 Annex Remodel

Attachment E

Survey Results

2012 Survey Summary (8 pages)



2011 Survey Summary (14 pages)

For complete results, including written comments, please see the
City of Belmont Parks and Recreation Department website:








<http://www.belmont.gov/how-do-i-/contribute/surveys>

Belmont Parks and Recreation- Community Center SurveyMonkey Survey







1. What is your gender?

		Response Percent	Response Count
Male		34.4%	234
Female		65.6%	447
answered question			681
skipped question			0



2. What is your age?

		Response Percent	Response Count
14-17		0.4%	3
18-24		1.0%	7
25-34		4.8%	33
35-44		45.7%	311
45-54		31.4%	214
55-64		9.3%	63
65 or older		7.9%	54
answered question			681
skipped question			0






3. Please enter the number of children under 12 in your household.

		Response Percent	Response Count
0		27.0%	180
1		22.5%	150
2		42.0%	280
3		7.5%	50
4		0.9%	6
5 or more		0.1%	1
answered question			667
skipped question			14








4. Do you currently live within the City of Belmont (94002)?

		Response Percent	Response Count
Yes		94.6%	631
No		5.4%	36
answered question			667
skipped question			14

5. How often do you visit the Barrett Community Center in Belmont?

		Response Percent	Response Count
Not at All		47.4%	315
Once a week		32.2%	214
Twice a week		7.2%	48
Three times a week		3.8%	25
More than three times a week		9.3%	62
answered question			664
skipped question			17

6. Are you satisfied with Barrett Community Center in Belmont?

		Response Percent	Response Count
Extremely satisfied		5.2%	31
Moderately satisfied		15.7%	94
Slightly satisfied		13.2%	79
Neither satisfied nor dissatisfied		34.6%	207
Slightly dissatisfied		9.4%	56
Moderately dissatisfied		14.0%	84
Extremely dissatisfied		7.9%	47
Comments			128
answered question			598
skipped question			83

7. The Belmont Parks and Recreation Department is hearing some specific recommendations intended to broaden the recreational opportunities of residents. Please rank the following choices with 1 being a top priority and 5 being a low priority.

	1	2	3	4	5	Rating Count
Build and operate an outdoor recreation pool	30.0% (178)	16.9% (100)	16.7% (99)	10.6% (63)	25.8% (153)	593
Build and operate an indoor aquatic center with a recreation pool	41.0% (249)	19.9% (121)	9.4% (57)	9.7% (59)	20.1% (122)	608
Build and operate a performing arts center	12.6% (74)	17.0% (100)	25.3% (149)	18.4% (108)	26.7% (157)	588
Expand and improve the City's open space trail system	23.3% (138)	17.9% (106)	22.9% (136)	14.8% (88)	21.1% (125)	593
Build and operate a new community center	24.9% (148)	20.0% (119)	24.2% (144)	14.8% (88)	16.0% (95)	594
Expand and improve the City's athletic fields	26.1% (155)	21.2% (126)	24.0% (143)	14.1% (84)	14.6% (87)	595
Develop an outdoor skateboard park	10.4% (61)	12.6% (74)	15.9% (93)	13.3% (78)	47.7% (279)	585
Add more tennis courts	10.6% (62)	11.1% (65)	17.1% (100)	17.4% (102)	43.8% (256)	585
					Comments	112
					answered question	629
					skipped question	52

**8. If the city could build an aquatic center, which features are most important to you?
Please rank the following choices with 1 being a top priority and 5 being a low priority.**

	1	2	3	4	5	Rating Count
An indoor aquatic facility	49.6% (285)	16.2% (93)	10.1% (58)	8.9% (51)	15.3% (88)	575
An outdoor aquatic facility	28.8% (163)	26.4% (149)	12.9% (73)	9.6% (54)	22.3% (126)	565
A fitness or lap-swimming pool	36.2% (204)	23.4% (132)	15.8% (89)	9.1% (51)	15.5% (87)	563
A family recreational pool with water-play features	42.7% (248)	20.1% (117)	13.1% (76)	9.6% (56)	14.5% (84)	581
A facility that includes both aquatics and a fitness center	38.0% (218)	18.5% (106)	18.8% (108)	10.3% (59)	14.5% (83)	574
A wading pool for toddlers	21.7% (120)	19.5% (108)	20.6% (114)	14.4% (80)	23.8% (132)	554
A warm-water therapy pool	17.8% (99)	15.9% (88)	23.2% (129)	16.8% (93)	26.3% (146)	555
Seating/Bleacher Viewing Area	15.8% (87)	18.1% (100)	23.0% (127)	15.9% (88)	27.2% (150)	552
Locker Room/Changing Rooms	45.5% (268)	21.4% (126)	13.9% (82)	7.1% (42)	12.1% (71)	589
Comments						57
answered question						608
skipped question						73

9. If the city could build and maintain a new community center, which features are most important to you? Please rank the following choices with 1 being a top priority and 5 being a low priority.

	1	2	3	4	5	Rating Count
Barquet hall	13.5% (72)	15.4% (82)	23.6% (126)	15.0% (80)	32.5% (173)	533
Indoor climbing wall	13.8% (73)	18.1% (96)	23.3% (123)	13.6% (72)	31.2% (165)	529
Fitness Center and Gym	34.9% (195)	23.8% (133)	15.9% (89)	10.9% (61)	14.5% (81)	559
Adult Art Classes	17.2% (91)	23.5% (124)	24.4% (129)	15.9% (84)	18.9% (100)	528
Exercise Classes for Senior Citizens	14.2% (74)	21.8% (114)	24.1% (126)	17.4% (91)	22.4% (117)	522
Teen Center	30.1% (168)	29.9% (167)	21.3% (119)	8.1% (45)	10.7% (60)	559
Adult Dance Programs	14.6% (78)	19.1% (102)	27.2% (145)	17.6% (94)	21.4% (114)	533
Theatre for Performing Arts	18.3% (100)	21.6% (118)	25.3% (138)	12.5% (68)	22.3% (122)	546
Comments						64
answered question						578
skipped question						103

10. A variety of funding sources would be required for the city to implement any of these options, including private donations. What is the likelihood of your household contributing a donation to help execute one or more of the following options? 1 = Very Likely, 5 = Not At All

	1	2	3	4	5	Rating Count
Build and operate an outdoor recreation pool	25.4% (142)	16.1% (90)	14.0% (78)	11.8% (66)	32.7% (183)	559
Build and operate an indoor aquatic center with a recreation pool	32.0% (180)	18.9% (106)	15.5% (87)	9.4% (53)	24.2% (136)	562
Build and operate a performing arts center	10.5% (58)	10.7% (59)	21.2% (117)	18.1% (100)	39.5% (218)	552
Expand and improve the City's open space trail system	14.5% (81)	14.3% (80)	22.4% (125)	15.9% (89)	32.9% (184)	559
Build and operate a new community center	15.8% (89)	17.4% (98)	26.2% (148)	14.9% (84)	25.7% (145)	564
Expand and improve the City's athletic fields	15.9% (88)	18.3% (101)	25.2% (139)	12.9% (71)	27.7% (153)	552
Develop an outdoor skateboard park	7.3% (40)	7.8% (43)	12.2% (67)	10.9% (60)	61.8% (340)	550
Add more tennis courts	8.1% (44)	4.8% (26)	13.2% (72)	13.4% (73)	60.6% (330)	545
					Comments	54
					answered question	583
					skipped question	98



11. Please think about how you would describe a really good community park system. For your own household, what do you think makes a great community parks and recreation system?

	Response Count
	287
answered question	287
skipped question	394




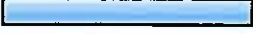



12. What one improvement or addition to the Belmont park system would you and members of your household most like to see happen? And this could be any type of building or land improvement?

	Response Count
	312
answered question	312
skipped question	369

1. What is your gender?

		Response Percent	Response Count
Male		26.3%	119
Female		73.7%	333
answered question			452
skipped question			6



2. What is your age?

		Response Percent	Response Count
14-17		1.1%	5
18-24		0.2%	1
25-34		8.1%	37
35-44		38.5%	175
45-54		26.4%	120
55-64		13.7%	62
65 or older		11.9%	54
answered question			454
skipped question			4





3. How many people in each age range live in your household?

	1	2	3	4	5	Response Count
0-5	64.5% (98)	30.3% (46)	0.7% (1)	3.3% (5)	1.3% (2)	152
6-12	61.5% (110)	34.6% (62)	3.4% (6)	0.6% (1)	0.0% (0)	179
13-17	74.7% (56)	24.0% (18)	1.3% (1)	0.0% (0)	0.0% (0)	75
18-24	87.8% (36)	12.2% (5)	0.0% (0)	0.0% (0)	0.0% (0)	41
25-34	63.3% (31)	36.7% (18)	0.0% (0)	0.0% (0)	0.0% (0)	49
35-44	38.9% (75)	60.6% (117)	0.0% (0)	0.0% (0)	0.5% (1)	193
45-54	51.0% (78)	47.1% (72)	2.0% (3)	0.0% (0)	0.0% (0)	153
55-64	66.7% (56)	31.0% (26)	1.2% (1)	1.2% (1)	0.0% (0)	84
65 or older	61.9% (39)	36.5% (23)	1.6% (1)	0.0% (0)	0.0% (0)	63
answered question						452
skipped question						6







4. Do you currently live within the City of Belmont (94002)?

		Response Percent	Response Count
Yes		79.6%	364
No		20.4%	93
answered question			457
skipped question			1







5. How long have you lived in Belmont?

		Response Percent	Response Count
0-2 years		16.3%	64
3-5 years		15.3%	60
6-10 year		22.4%	88
10 or more years		46.1%	181
answered question			393
skipped question			65






6. Have you participated in any of the programs offered by the Belmont Parks & Recreation Department within the past year? If so, how do you rate your experience?

		Response Percent	Response Count
Excellent		21.9%	88
Very Good		27.7%	111
Good		13.7%	55
Fair		2.7%	11
Poor		0.2%	1
No Opinion		33.7%	135
answered question			401
skipped question			57







7. Has your child participated in any of the programs offered by the Belmont Parks & Recreation Department within the past year? If so, how would you rate his or her experience?

		Response Percent	Response Count
Excellent		16.0%	62
Very Good		28.4%	110
Good		11.4%	44
Fair		2.3%	9
Poor		0.3%	1
No Opinion		41.6%	161
answered question			387
skipped question			71

8. If not, what is the biggest barrier to participating in the programs offered by the Belmont Parks & Recreation Department?

		Response Percent	Response Count
Lack of Time		38.4%	93
Cost		14.5%	35
Class Times Types of Programs Offered		45.9%	111
Lack of Interest		8.3%	20
Lack of Information		10.7%	26
Other (please specify)			69
answered question			242
skipped question			216

















9. If you have registered for classes online how would you rate your experience?

		Response Percent	Response Count
Excellent		15.1%	59
Very Good		29.0%	113
Good		15.4%	60
Fair		6.7%	26
Poor		4.4%	17
No Opinion		30.5%	119
answered question			390
skipped question			68

10. Are there any changes that you would like to see made to the online registration process? Please describe.

	Response Count
	104
answered question	104
skipped question	354



11. Of the following recreation programs, please check all which you and/or your family have a need for

		Response Percent	Response Count
Adult Art/Dance/Performing Art Programs		22.9%	97
Adult Fitness/Wellness Programs		42.7%	181
Adult Sports Leagues		14.2%	60
Afterschool Programs		20.5%	87
Cooking Classes		26.7%	113
Gymnastics/Ice Skating/Tumbling Classes		19.3%	82
Outdoor Adventure Programs		24.5%	104
Day Care		8.5%	36
Pre-school Classes		11.6%	49
Senior Adult Programs		10.8%	46
Summer Swim Lessons		30.7%	130
Tennis Classes		19.6%	83
Yoga/Pilates/Meditation		31.1%	132
Youth Art/Dance/Performing Arts Programs		27.1%	115
Youth Education/Enrichment Programs		25.0%	106
Youth Sports Programs		37.3%	158
Other (please specify)			64
answered question			424
skipped question			34







12. What other types of recreation programs would you like to see? Please describe.

	Response Count
	85
answered question	85
skipped question	373

13. Do you, or your family member(s) participate in the programs offered by the Belmont Senior Center? If yes, skip to question 16.

	Response Percent	Response Count
Yes 	9.4%	40
No 	90.6%	387
answered question		427
skipped question		31


14. If not, what are the reasons that you or your family member(s) do not participate in the programs or services offered at the Belmont Senior Center?

		Response Percent	Response Count
Lack of Time		29.0%	54
Lack of Transportation		2.2%	4
Comfort Level		4.3%	8
Types of Programs Offered		14.5%	27
Lack of Interest		41.4%	77
Lack of Information		23.7%	44
Other (please specify)			89
		answered question	186
		skipped question	272



15. What programs or services if added, would motivate you to participate in the programs and services offered by the Belmont Senior Center?

	Response Count
	51
answered question	51
skipped question	407


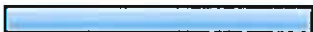







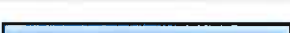
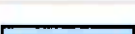


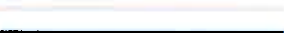




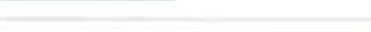


16. If you or your family member(s) do participate in the programs or services offered by the Belmont Senior Center, how would you rate your experience?

		Response Percent	Response Count
Excellent		15.2%	27
Very Good		16.3%	29
Good		6.7%	12
Fair		2.2%	4
Poor		0.0%	0
No Opinion		59.6%	106
answered question			178
skipped question			280

17. Are you aware of Belmonts indoor facilities and picnic areas that are available for rental?


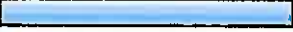





		Response Percent	Response Count
Yes		73.7%	328
No		26.3%	117
answered question			445
skipped question			13

18. If a new community center was created at the Barrett site on Ralston Avenue, what features would you like to see? (check all that apply)

		Response Percent	Response Count
After School Programs		32.5%	138
Arts & Crafts Programs		48.1%	204
Athletic Fields		37.5%	159
Basketball/Tennis Courts		28.8%	122
Classrooms		13.9%	59
Computer Room		17.7%	75
Concession Stand/Coffee Shop		24.3%	103
Dance Programs		32.1%	136
Dog Park		27.8%	118
Fitness Center		44.6%	189
Gymnasium		20.3%	86
Language Programs		25.7%	109
Music Programs		37.3%	158
Playground		43.4%	184
Pre-school		10.8%	46
Restaurant		13.0%	55
Skate Park		16.3%	69
Space for Meetings/Parties etc.		26.7%	113
Swimming Pool/Splash Park		57.8%	245
Teen Center		22.2%	94
Test Prep Programs (SAT, ACT, etc.)		14.4%	61

Theatre		23.6%	100
Walking/Jogging Track		40.8%	173
Wedding Venue		5.4%	23
Other (please specify)			49
answered question			424
skipped question			34

19. If a pool was added to Belmont, what type would you like to see?

		Response Percent	Response Count
Competition Pool		7.2%	28
Indoor Pool		45.6%	178
Outdoor Pool		30.0%	117
Lazy River		3.6%	14
Splash Park		10.3%	40
Wading Pool		1.8%	7
Zero Entry Pool		1.5%	6
Other (please specify)			78
answered question			390
skipped question			68

20. How do you think a new community center should be funded? Please prioritize

	1st Choice	2nd Choice	3rd Choice	4th Choice	Response Count
Grants/Donations	69.2% (283)	19.6% (80)	7.3% (30)	3.9% (16)	409
New Tax Measures	10.2% (33)	14.2% (46)	29.2% (95)	46.5% (151)	325
User fees	23.1% (90)	43.2% (168)	20.6% (80)	13.1% (51)	389
Bonds	13.1% (45)	27.6% (95)	36.0% (124)	23.3% (80)	344
Other (please specify)					17
answered question					422
skipped question					36

21. How do you think the installation of synthetic turf at athletic fields should be funded?

	1st Choice	2nd Choice	3rd Choice	4th Choice	5th Choice	Response Count
Grants/Donations	57.2% (186)	24.0% (78)	10.5% (34)	3.4% (11)	4.9% (16)	325
New Tax Measures	4.8% (12)	11.7% (29)	11.3% (28)	24.2% (60)	48.0% (119)	248
User Fees	22.8% (67)	27.2% (80)	20.7% (61)	18.0% (53)	11.2% (33)	294
Bonds	7.1% (19)	15.7% (42)	27.0% (72)	31.5% (84)	18.7% (50)	267
Redevelopment Funding	33.2% (96)	24.9% (72)	23.9% (69)	9.7% (28)	8.3% (24)	289
Other (please specify)						50
answered question						350
skipped question						108

22. Are there any features or activities that you would like to see added to the Belmont Sports Complex?

**Response
Count**

58


answered question 58

skipped question 400

23. Have you visited Belmont's open space areas and trails in the past year?

**Response
Percent Response
Count**

Yes  **72.6% 323**


No  **27.4% 122**

answered question 445

skipped question 13

24. If yes, how often do you visit the open space areas and trails?

**Response
Percent Response
Count**

3 or more times a week  **9.6% 31**

1 time a week  **17.0% 55**

1 time a month  **29.3% 95**





3-6 times a year  **23.5% 76**

1-3 times a year  **20.7% 67**







answered question 324

skipped question 134

25. What type of activities do you participate in when you visit Belmont's open space or trails? Check all that apply.

		Response Percent	Response Count
Hiking		87.1%	296
Jogging/Running		29.1%	99
Mountain Biking		15.3%	52
Observing Nature		50.0%	170
Fishing		1.2%	4
Other (please specify)			47
answered question			340
skipped question			118

26. How would you rate your experience of Belmont's open space and trails?

		Response Percent	Response Count
Excellent		20.5%	81
Very Good		38.9%	154
Good		22.0%	87
Fair		5.6%	22
Poor		0.3%	1
No Opinion		12.9%	51
answered question			396
skipped question			62